

# Setting SMART Goals

# The Importance of SMART Goals

Goal setting is a principle tool in reaching one's full potential and encouraging positive wellbeing. A goal is defined as “the object of a person's ambition or effort; an aim or desired result” - they are what help us to progress and focus on what is important in our lives. Goals can be short or long-term, but to increase the likelihood of goals being achieved, they need to be SMART. SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant and Time-bound. Therefore, a SMART goal incorporates all these criteria.

## The Benefits of SMART Goal Setting:



**Provides clearer direction and focus**



**Provides a measure of progress**



**Provides a better understanding of expectations**



**Ensures time and resources are used effectively**



**Aids productivity and efficiency**



**Increases the likelihood of accomplishment**



**Increases accountability, motivation and commitment**



**Provides a sense of purpose, achievement and satisfaction**



**Aids prioritisation**



**Improves decision making**

# Defining SMART Goals

## Specific

Goals must be well defined, clear and unambiguous. The more specific the goal is, the greater chance it will be accomplished. To make a goal specific, you should ask yourself:

- > What do I want to achieve?
- > Why do I want to achieve it?
- > Who needs to be involved?
- > Where will this be achieved?
- > When do I want to achieve this by?

## Measurable

Goals must have specific criteria that can measure your progress toward their accomplishment. Ask yourself:

- > Have I assigned a numerical value to my goal? E.g. how many/much?
- > How will I know if I have reached my goal?
- > What is my indicator of progress?

## Achievable

Goals must be stretching but not impossible to achieve. Make sure it is attainable. Ask yourself:

- > Do I have the resources and capabilities to achieve this goal in the time-frame set? If not, what am I missing?
- > Have others completed this before?

## Relevant

Goals need to be relevant to your values and priorities, they must have a purpose. Ask yourself:

- > Does this goal help me/others achieve wider ambitions?
- > Does this goal have a purpose? If so, what is it?
- > Is this goal relevant to my values and priorities, or those of my team or organisation?

## Time-bound

Goals must have a clearly defined timeline, including start and end dates, as well as interim targets if necessary. Ask yourself:

- > Does my goal have a deadline?
- > What tasks do I need to complete, and by when, to meet the final deadline?

# How to write a SMART goal

## Step 1:

Write down your initial goal.

## Step 2:

Go through each of the SMART categories and answer the suggested questions.

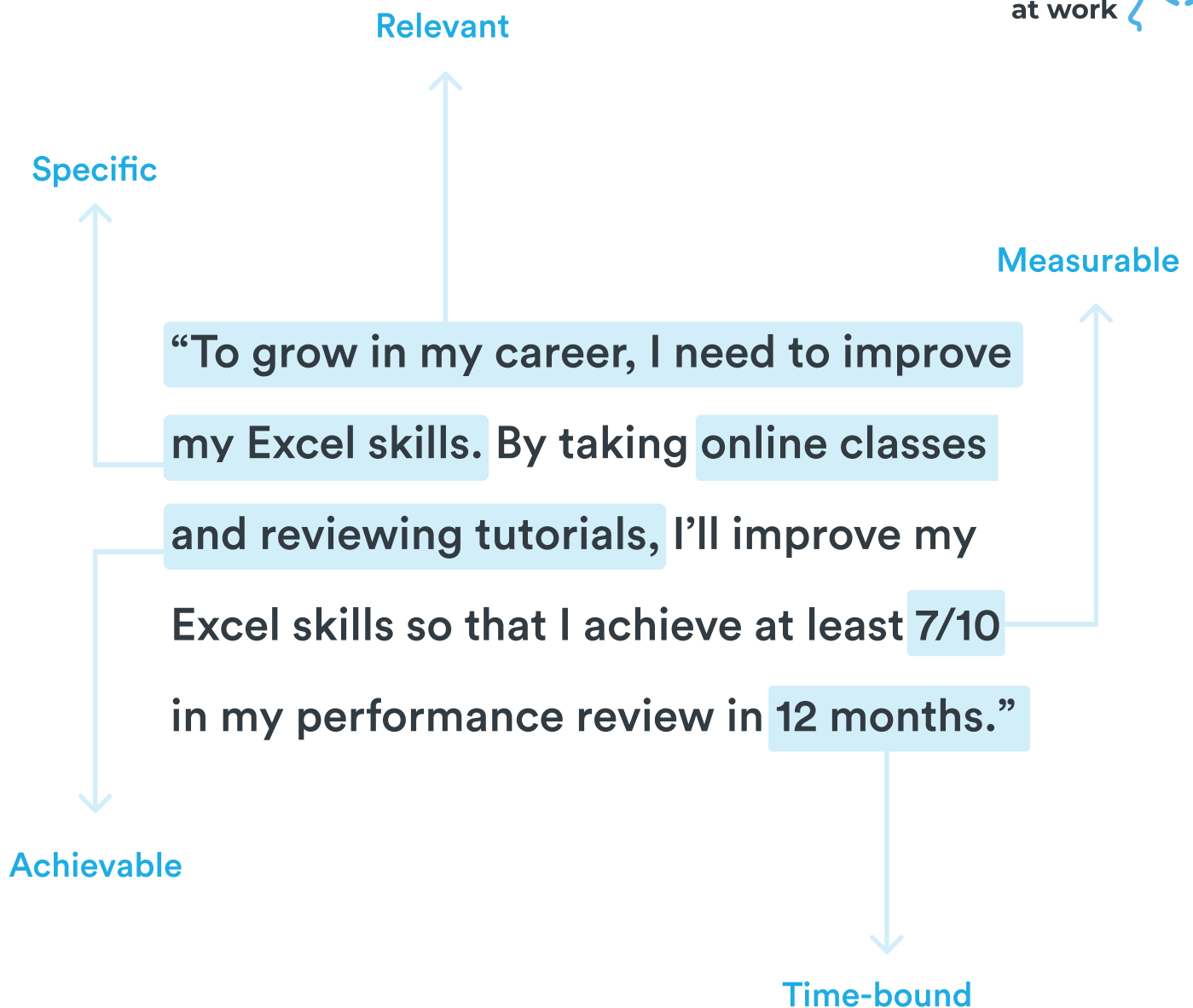
## Step 3:

Review your answers from step 2 and craft a new goal statement using the SMART details.



# Here is an example:

<p>INITIAL GOAL</p>	<p>Write down the initial goal you have in mind.</p> <p>I want to improve my performance review scores in Excel.</p>
<p> SPECIFIC</p>	<p>What do I want to achieve? Why do I want to achieve it? Who needs to be involved? Where will this be achieved? When do I want to achieve this by?</p> <p>I received low marks (4/10) on my ability to use Excel in my performance review, so I want to do better next time. I need to do this in my spare time and practice regularly.</p>
<p> MEASURABLE</p>	<p>Have I assigned a numerical value to my goal? E.g. how many/much? How will I know if I have reached my goal? What is my indicator of progress?</p> <p>By my next review, I want to score at least 7/10 for my abilities in Excel. This means I will be able to create graphs, tables and manipulate data efficiently and create templates that my colleagues can use.</p>
<p> ACHIEVABLE</p>	<p>Do I have the resources and capabilities to achieve this goal in the time-frame set? If not, what am I missing? Have others completed this before?</p> <p>Improving my Excel skills is instrumental in moving forward in my career and receiving a better performance review. I can set time aside every week to watch Excel tutorials and even attend an online class that can teach me new skills. I can also ask my colleagues and managers for Excel tips.</p>
<p> RELEVANT</p>	<p>Does this goal help me/others achieve wider ambitions? Does this goal have a purpose? Is this goal relevant to my values and priorities, or those of my team or organisation?</p> <p>Working with Excel is currently 25% of my job. As I move up in the company, I'll need to spend 50% of my time using Excel. I enjoy my career and want to continue to grow within this company.</p>
<p> TIME-BOUND</p>	<p>Does my goal have a deadline? What tasks do I need to complete, and by when, to meet the final deadline?</p> <p>I need to be confident in using Excel by my next performance review in 12 months. Each month I will check my progress against the online course expectations to make sure I am on track.</p>
<p>SMART GOAL</p>	<p>Review your answers above and craft a new goal statement using the SMART details.</p> <p>To grow in my career, I need to improve my Excel skills. By taking online classes and reviewing tutorials, I'll improve my Excel skills so that I achieve at least 7/10 in my performance review in 12 months.</p>



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Why not use the blank template on the next page to make your own goals SMART!

# Setting SMART Goals

## INITIAL GOAL

Write down the goal you have in mind.



## SPECIFIC

What do I want to achieve? Why do I want to achieve it? Who needs to be involved? Where will this be achieved? When do I want to achieve this by?



## MEASURABLE

Have I assigned a numerical value to my goal? E.g. how many/much? How will I know if I have reached my goal? What is my indicator of progress?



## ACHIEVABLE

Do I have the resources and capabilities to achieve this goal in the time-frame set? If not, what am I missing? Have others completed this before?



## RELEVANT

Does this goal help me/others achieve wider ambitions? Does this goal have a purpose? Is this goal relevant to my values and priorities, or those of my team or organisation?



## TIME-BOUND

Does my goal have a deadline? What tasks do I need to complete, and by when, to meet the final deadline?

## SMART GOAL

Review your answers above and craft a new goal statement using the new SMART details.