

# 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.