Setting SMART Objectives

Being SMART helps to clarify and record objectives. When you have a big or long term objective, break it into manageable steps by writing shorter term SMART objectives for each step.

- **Specific**: Is it clear and well defined?
- **Measurable**: How will you know when it’s been achieved?
- **Achievable**: Is it achievable for the individual within the time?
- **Relevant**: Is it relevant to the individual’s role and the goals of the organisation?
- **Timed**: What are the deadlines?

Further info: Effective Staff Review and Development online module