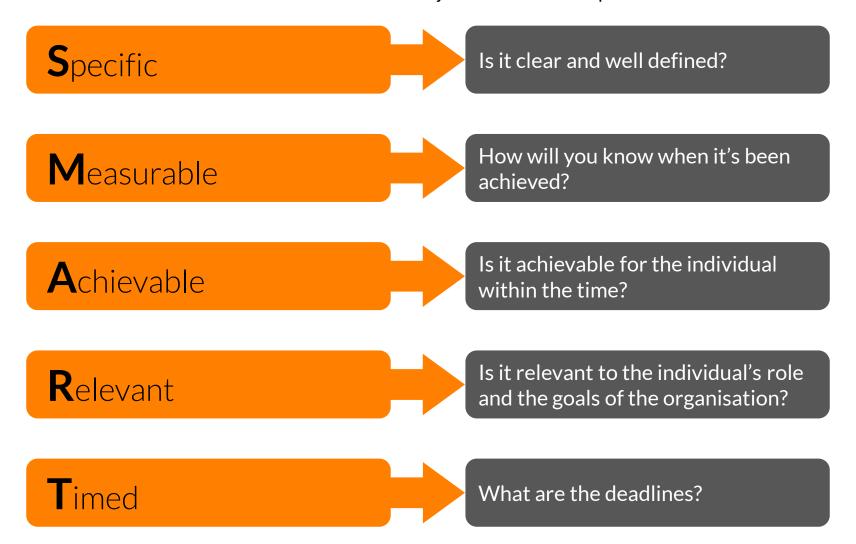# Setting SMART Objectives

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