

SMART Objectives

SMART is an acronym that is often used when setting objectives or goals. By having SMART goals it means that they are more likely to be achieved.

S	Specific
M	Measurable
A	Aligned
R	Realistic
T	Timebound

It is important goals are *specific* as it means that there is clarity around exactly what will be delivered.

Measures are important to set standards of completion.

Being *aligned* is important as it ensures the goals you are working towards are aligned to department or College goals.

Being *realistic* is important: if goals aren't realistic you will just be setting yourself or others up for failure.

Finally it is important that goals are *timebound* so that you have a date for completion or review – this keeps you on track!