

## Objectives... Why do we need them?

- To understand and agree what should be achieved in your role
- To understand how your role contributes to the team/department/College's goals
- To motivate and drive focus on what matters and will make the biggest difference
- To help you grow and develop your potential

## How many do I need?

### Work objectives

**You should pick around 5 work objectives**, when choosing them consider the areas you can improve on that with a bit of extra focus can become success stories.

### Personal and career objectives

**You should pick at least 2 personal objectives.** These objectives will help you to achieve your development aspirations. They should help you build on an existing strength or improve a development area and should help you to be more effective in your current role or work towards your next role.

The PRDP form encourages you to think about **'what'** needs to be achieved **'the success measures/ actions needed to achieve and time frame'** will be agreed by reviewer/reviewee.



The SMART objective method can help ensure goals are well designed to assist progress, build confidence and review achievements. It can be used by individuals as well as teams and managers. The SMART goals framework can be used in PRDPs for setting expectations and standards. It can also be used in problem solving, feedback, personal and staff development, coaching and for on-going motivation and staff support.

SMART goals should be positively phrased and be:

**Specific** – this will provide a clear focus

**Measurable** –this will enable timely corrective actions if needed

**Actionable** – the action is linked to the individuals involved

**Realistic** – the goal is realistic given the starting position, as well as stretching and ambitious

**Time-bound** – there is a deadline when the goal can be reviewed and evaluated

**Example:**

*To ensure I keep my team updated about my progress, I will send them a short e-mail every first Monday of the month for the next six months. My e-mail will contain a bulleted list of my activities including the end goal and current progress.*

**Practice:** *Set a goal for yourself using the smart goal method*