



| SMART Goal Setting | | |
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| Mnemonic | | Description |
| S | Specific | What exactly do you want to achieve? A SMART goal/objective should be clearly identifiable and should consider 'who, what, why, where, when?' |
| M | Measurable | Is your goal/objective measurable? If not, how will you know you have achieved your goal/objective? What are your success criteria? If yes, how will it be evaluated? What will you measure? |
| A | Achievable | Is your goal/objective achievable? Do you have the necessary resources? |
| | Action-orientated | What are you going to do? What will be the outcome? |
| R | Relevant | Is the goal/objective relevant to achieving the shared purpose? |
| | Realistic | Can the goal/objective be achieved in the timeframe and with the available resources? |
| T | Time-based | What is your timeframe/deadline? How long will the goal/objective take to be achieved? What will be done, by who, by when? |