



S.M.A.R.T GOALS

WHAT ARE S.M.A.R.T GOALS?

S.M.A.R.T is a best practice framework that provides structure and clarity to a goal/objective setting process.



WHAT ARE YOUR S.M.A.R.T GOALS?

SPECIFIC

When setting a goal, be clear in what you want to achieve.

MEASURABLE

Establish concrete criteria for measuring the progress on each goal to ensure that you know when it has been achieved.

ACHIEVABLE

Are your goals achievable? If not, perhaps consider breaking them down into smaller goals. If you have not achieved what you set out to, ask yourself what you could do differently.

REALISTIC

Is your goal achievable with the resources available to you? Could you need anything else to help you achieve your goal? How can you access these resources?

TIMELY

Is there enough time to achieve the goal to the standard required? Balance is everything; too little time will increase stress and make the goal unattainable and too much time can reduce motivation and the overall project performance.