How to set SMART goals

...Useful questions to reflect on

S	For a goal to be effective, it needs to be **specific**. Define precisely what you want to accomplish during the review period	• What exactly do you want to achieve? • Who is involved or responsible? • Where will it take place (if applicable)? • Why is this goal important? (what impact would this goal have?)
M	Your goal needs to be **measurable.** Using time as a metric can further define:	• How will you track progress? • How will you know when the goal is accomplished? -How many tasks to complete -How much time to spend in each task -How much time it may take to achieve your overall goal
A	Goals should be **achievable.** Set realistic goals that are challenging but attainable.	• What are the skills, resources or supports you need in order to achieve the goal? • Is the goal realistic given your resources and constraints? • Can it be reasonably accomplished within the time allotted/the review cycle?
R	A **relevant** goal should align with broader objectives.	• Does the goal align with your department/unit/school priorities/University strategy? • Will it contribute to your long-term development and growth? • Is now the right time to pursue this goal?
T	A **time-bound** goal has a specific deadline.	• When will you start working on the goal? • What is the target completion date? • How long should it take to complete this goal? • Are there any milestones or checkpoints along the way?

HELPFUL TIPS

- *If you can't measure the goal and it's objective, it's not the right goal, rewrite it.*
- *Discuss with your Reviewer what is actually a priority for the coming review period.*
- *When reflecting on what you have achieved in the previous review period, ensure you include what you spend the majority of your time on.*
- *Review progress against objectives regularly (evaluate and review to ensure goal remains relevant).*
- *Receiving and discussing feedback will help you keep on track to reach your goals.*
- *Know what is important versus what is urgent.*
- *If your goals and objectives change during the review period, ensure you update them and discuss with your Reviewer.*