

**Setting SMART goals**

| **SMART criteria** | **Guidance** | **Detail** |
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| Specific | Be clear, focused and specific. Consider:   * What needs to be accomplished * Who is responsible * What steps need to be taken |  |
| Measurable | Ensure your goal can be quantified and establish metrics, including interim milestones, to track progress. |  |
| Achievable | Be ambitious but also ensure your goal is practical and achievable. |  |
| Realistic | Ensure your goal is realistic and aligns with your organisation's strategy and business objectives. |  |
| Time bound | Set a clear timeframe and deadline for your goal. |  |