

How to define SMART objectives?

A method to avoid ambiguity in the definition of the objectives to be delegated.



✦ **A good objective is not only ambitious: it is first of all clear!**
In delegation, the greatest risk is to take it for granted that 'we understand each other'. In reality, very often, problems arise from misunderstandings about expectations.

Fortunately, we can define SMART objectives!

- S** **S for Specific** — The objective must clarify in detail what the person is to achieve.
- M** **M for Measurable** — The objective must indicate the quantitative parameters that define success.
- A** **A for Achievable** — The objective must be realistic given the available resources.
- R** **R for Relevant** — The objective must make sense in relation to strategic priorities.
- T** **T for Time Bound** — The target must contain a clear indication of a deadline.

How to define SMART objectives?

✦ Does the objective respect the SMART characteristics?
 Write the objective to be delegated and check that it respects all 5 characteristics of a SMART objective. If not, rewrite it!

Write down the objective to be delegated.

Specific
 Have you clarified exactly what is to be done?

Yes No

Measurable
 Have you explained how you measure success in numerical terms (when possible)?

Achievable
 Is the objective realistic with respect to available time, resources, skills?

Relevant
 Is the result of the activity relevant?
 Does the recipient know why it is relevant?

Time Bound
 Hai indicato una scadenza chiara?

Define the SMART objective