

## Tips on Setting SMART Goals

**Goals** relate to our aspirations, purpose and vision.  
**Objectives** are measurable and specific. They can be used to guide your actions to achieve your goals.

### Principles of **SMART** Goal Setting:

- ❖ **S**pecific (concrete, detailed, well-defined)
- ❖ **M**easurable (numbers, quantity, comparison)
- ❖ **A**chievable (feasible, actionable)
- ❖ **R**ealistic or **R**elevant (consider resources)
- ❖ **T**imely (a defined timeframe, set deadlines)

#### *Specific*

1. Does the goal explain precisely what has to be achieved?
2. Goals should set out exactly what is to be achieved, and the level of performance expected.
3. To be effective, goals should be clear and specific, and concentrate on the results to be achieved.

#### *Measurable*

1. Does the goal indicate how the results will be qualitatively measured, i.e. describes the quality of behaviour or performance?
2. Does the goal indicate how the results will be quantitatively measured, i.e. expresses an outcome in numerical or quantity terms?
3. Exclude any measures where the staff member cannot or should be held personally accountable.
4. Where you are measuring a team's performance, assess the individual staff member's contribution.

#### *Achievable*

1. Can the staff member achieve these goals?
2. Goals must be realistic in number and scope.
3. Staff members should set goals that are attainable.
4. Staff members should be counselled not to overstate outcomes.

#### *Relevant*

1. Is it clear why the goal is important?
2. Can you show how it contributes to the work unit and organisation?
3. The goal needs to reflect the interests and aspirations of the staff member?
4. The goal should be relevant to strategic objectives of the work unit and University.

#### *Timely*

1. Does the goal have a deadline?
2. Will progress of the goal be reviewed?
3. Deadlines should be realistic.
4. Include milestones in long term goals.
5. Review goals in each review.