**SMART Objectives template**

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| **SMART area** | **Discussion** | **Detail the objective here** |
| Specific | What do you want to achieve?  What will be different?  What steps will you take?  Who is involved? Why are you doing it? |  |
| Measurable | A measurable goal statement answers questions starting with “how,” such as “how much,” “how many” and “how fast.”  is there a KPI or a target you have? |  |
| Achievable | Is this possible to accomplish but stretching?  What resources will you need? |  |
| Relevant | How does this link to the strategy, business plan, what the organisation wants to achieve? |  |
| Timed | Time-bound goals have specific deadlines.  What milestones are there?  What is the review date? “Recurring” or “ongoing” are not deadlines. |  |