

## Writing SMART objectives

This “How to....” guide steers you through the process of writing SMART objectives, which will be particularly useful at Personal Review time. SMART stands for Specific, Measurable, Achievable, Relevant and Time bound.

### Specific – does this objective describe what I really want to achieve?

- Do more teaching.
- Ensure people can find items in the store cupboard.
- To give a conference paper.
- Become more involved in “y” project.

#### What exactly do I want to achieve?

- ☛ Take on a CBL group and PBL group.
- ☛ Re-organise the store cupboards to make it easier for people to find things.
- ☛ I'd like to present my interim research findings at the next x conference.
- ☛ I'd like to attend the project meetings – maybe I could take the minutes?

### Measurable – What is the measurable outcome?

- ☛ My timetable will include a CBL and PBL group.
- ☛ The store cupboard will be tidier and every container will have a new label.
- ☛ I will have given the presentation!
- ☛ Recorded on the meeting minutes as being “in attendance”

### Achievable – realistically, how long this will take to achieve?

- ☛ I could do this for the start of the new academic year, which is 6 months away.
- ☛ This will take about 3 full days to complete.
- ☛ The next conference is 17 October, 10 months away.
- ☛ I could start this with the next project meeting next week.

### Relevant – does this objective link to my Institute/Department plan?

### Time Bound – what is the date for completing this objective?

Original Objective	SMART Objective
Do more teaching	Take on a weekly CBL and PBL group by 1 September 2016
Ensure people can find items in the store cupboard	Re-arrange to store cupboard, making sure everything is correctly labelled by 30 April 2017.
To give a conference paper	Present interim research findings at the “x” conference on 17 October 2016
Become more involved in “y” project	Take the minutes of “y” project, starting 4 June 2017.