How to...

...make all your goals SMART

Setting personal, volunteering, project or work goals using the acronym SMART helps to focus what you want to achieve within a useful and encouraging framework.

SMART goals are:

Specific – target a specific or particular area for improvement.

Measurable – a way of quantifying or indicating progress. It may be a date by which you will achieve a task or the number of tasks completed. Identify what you will see, hear and feel when you meet your goal.

Achievable/attainable – they should stretch you slightly so you feel challenged, but defined so that you can reach your goal. Weigh up effort, time and cost.

Realistic/relevant – note why you want to reach this particular goal. What difference will it make to you? To anyone else?
Timely – put a deadline on your goal and set some milestones to help you on your way. Keep it flexible and realistic.

Careful and considered planning using tools such as SMART at the start of project, volunteering role or task that takes you towards your goal will increase the chances of success and help you celebrate those little personal and project triumphs along the way!