**Smart Targets**

Being able to set clear SMART targets for yourself and/or for your mentee, and remembering to review them, will keep you focused.

Below are the five criteria you should check your goals against to ensure they are SMART.

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| Specific | Well defined  Clear  Single desired result (to avoid having several goals combined into one)  Understood by both mentee and mentor |
| Measurable | How will you determine it has been achieved?  Quantifiable - if possible use dates, percentages etc. |
| Achievable | The goal must be obtainable  YET also stretching – not too easy! |
| Realistic | Within the availability of persons capability, resources, knowledge and time. |
| Timed | Enough time to achieve the goal  BUT not too much time, which can affect motivation. |

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| My SMART Target is: |