**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.

|  |  |
| --- | --- |
| Specific | Well definedClearSingle 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 obtainableYET 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. |

|  |
| --- |
| My SMART Target is: |