

CHECKLIST OBJECTIVES - SMART

Specific	<p>Is the objective precise and well-defined?</p> <p>Is it clear?</p> <p>Can everyone understand it?</p>
Measurable	<p>How will the individual know when the task has been completed?</p> <p>What evidence is needed to confirm it?</p> <p>Have you stated how you will judge whether it has been completed or not?</p>
Achievable	<p>Is it within their capabilities?</p> <p>Are there sufficient resources available to enable this to happen?</p> <p>Can it be done at all?</p>
Realistic	<p>Is it possible for the individual to perform the objective?</p> <p>How sensible is the objective in the current business context?</p> <p>Does it fit into the overall pattern of this individual's work?</p>
Timely	<p>Is there a deadline?</p> <p>Is it feasible to meet this deadline?</p> <p>Is it appropriate to do this work now?</p> <p>Are there review dates?</p>

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