

Creating and Agreeing Objectives (TD2)

Crating SMART objectives will ensure they are appropriate and achievable:

- S **Specific** – be very clear about what is expected. Visualise what the end result will be. How will success be recognised?
- M **Measurable** – how will success be measured? This needs to be specific too, eg 28 interviews will be transcribed to generate the data.
- A **Agreed** – imposed objectives will not be achieved. Commitment by all parties is crucial to the successful completion of the objective. Communication must be two way and any concerns ironed out before work is started on achieving the objective.
- R **Realistic** – the objectives set must be achievable, it must be within the person's capabilities to be able to complete set objectives. Failures reflect badly on the individual and the team and threaten overall team success
- T **Timebound** – a time limit must be set for achieving the objective, otherwise the task will never work its way up to the top of the 'to do' list.