



## Writing SMART Personal Targets

The acronym **SMART** is widely used to describe targets (goals). This means targets should be:

<b>S</b> pecific	Describe the Target in precise terms so there is no confusion as to what needs to be achieved. Try answering the Ws: Who, What, Where, When, Why
<b>M</b> easurable	The target can be written so that you can measure your progress and achievement towards the target
<b>A</b> chievable	Create a target that can be achieved by the end of the course
<b>R</b> elevant	Targets need to be relevant to the course, as well as your aspirations and needs
<b>T</b> ime related	A target must have a deadline. When do you think you can achieve this target?

**Useful tip:** When creating SMART targets, avoid verbs that have vague meaning, like understand, be aware of, know, realise. It is difficult to show evidence of these things. Instead use active verbs (e.g: by the end of the course I will be able to identify, describe, list, produce etc)

### SMART targets

Not SMART	SMART
Understand behaviours that are helpful for group work	By the end of the course I will be able to describe 3 behaviours that are helpful for group work
Know how to produce craft related projects	By the end of the course I will produce a piece of artwork using at least two different materials
Know personal skills learned in life, work and training	By the end of the course I will be able to identify five personal skills learned in life, work and training
Be aware of roles and responsibilities of a team	By the end of the course I will be able to list five main roles and responsibilities of a team
Cook healthy meals	By the end of the course I will have cooked three healthy meals