

Handout 3.1: Setting SMART targets

Targets are unlikely to be motivating and useful unless they are expressed in SMART terms. Within the framework of the initial assessment period, it's particularly important to choose targets that are achievable in that time, and involve actions that learners can realistically be expected to take.

SMART targets are:

Specific	They say exactly what you need to do.
Measurable	You can prove that you have reached them.
Achievable	You can reach them in the next few weeks.
Realistic	They are about action you can take.
Time-related	They have deadlines.