

## 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:

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