

Creating Smarter Objectives

This matrix is ideal for organising your goals in a logical manner. By creating S.M.A.R.T.E.R. goals you will be able to track your own progress and focus on the end result.



Task

- Print off a copy of the matrix using the button at the top of this page.
- Start by specifying your goals. List them in the left column of the matrix. Add additional rows to the table as necessary.
- Fill in information for each goal relating to:
 - How progress will be measured. This will help you to revisit your goal and ensure you are on track to achieve it.
 - The resources you will require. This will ensure that you are fully prepared to achieve your goal. For example, will you need different software, or something as simple as new files for paper storage?
 - Its relevance. Remember, your time is valuable so if the goal is not relevant and important, you should focus on other goals.
 - The time you have to achieve it. If you have deadlines for achieving your identified goals you can prioritise what you are doing.
- Review your desired goals individually ensuring they are all S.M.A.R.T.E.R.:

Specific

Measurable

Achievable

Relevant

Time-bound

Extending

Rewarding

Once your goal setting matrix has been completed it can be used as a work plan to ensure that all goals are achieved.

The SMARTER Objectives Matrix has been reproduced below. A full, printable version is available to download using the button at the top of this page.

SMARTER Objectives Matrix

What is your specific goal/objective?	How will you measure progress?	What resources do you require to achieve this goal/objective?	How is the goal/objective relevant , with a clear purpose and benefit?	Is there a deadline? If so, what time do you have to achieve the goal/objective?	How does the goal/objective challenge and extend you?	What will your reward be for achieving the goal/objective?	Has the goal/objective been achieved? (Tick if yes/identify reasons if no.)

Image Credit: Flickr [Johan Fantenberg](#) (accessed 12 December 2014).