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## **White Paper – Setting SMART objectives.**

**Aim** – This paper suggests how to set individual objectives in a personal review setting. The Manager is setting the objectives of the subject.

The key to setting personal objectives in a review session is to get the subject's "buy in" to the objectives so they have a personal stake in their achievement. This should be done in an honest and open setting and the Manager should be prepared to listen to the subject's suggestions and modify the objectives if necessary.

1. Objectives should be **SPECIFIC** - "I would like you to complete this task in 6 weeks."
2. Objectives should be **MEASURABLE** - the task should be clearly defined and the completion date stated.
3. Objectives should be **AGGRESSIVE** or challenging, there should be an element of stretching the ability of the subject to aid personal development and keep the task interesting.
4. Objectives should be **REALISTIC** – it's pointless setting Objectives which are impossible to achieve. That will just lead to demoralization and frustration.
5. Objectives should be **TARGETED** – they need to be within the subject's remit and authority so that the individual is empowered to succeed.

The Objectives should be reviewed at least every 3 months and honest, open feedback given on progress.

Setting SMART Objectives leads to improved performance and enhanced personal development.

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