

The SMART framework is a simple, yet highly effective tool which can be used when setting personal or professional goals during the Performance Management process or during development discussions between coaches, mentors, and stakeholders.

If you have ever struggled to achieve a goal or task, it is possible the foundations for success were not in place from the outset. By incorporating all five of the following factors into your goal-setting process, you set yourself up for success.

- Being **SPECIFIC** involves defining the desired outcome, the steps you will take to achieve the goal, and how you will assess whether you were successful or not.
- By ensuring your goal is **MEASURABLE**, you will be able to assess whether the end result meets the desired outcome. If success or failure cannot be determined, you need to revisit the goal itself and be more specific.
- An **ACHIEVABLE** goal can be completed successfully. If it's not in the realm of possibility, success will never be the end result and you should revisit your goal.
- A **RELEVANT** goal must be based on an action or task which is 'in your wheelhouse'. It may be a stretch goal which will lead you to expand your knowledge/skillset/experience, or assist you in taking the next step in your career, but it will be something which relates to your overall purpose.
- When a goal is **TIME-BOUND**, it has a deadline for delivery. Where milestones are associated with the desired outcome, multiple due dates may apply; and where the goal is recurring, there will be a date established for each occurrence.



By using the SMART framework, you remove roadblocks and the opportunity for procrastination to ensure the goal or task can be done. Just add motivation and perspiration and you will succeed.

#### Need support?

We can develop Performance Management and Development programs and a variety of people solutions to suit your organisation and business needs. At Yasmin Sethi Consulting, we partner with you to develop business solutions which are relevant and add significant value to your organisation.

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