**SMART Objectives template**

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| **Not-so-SMART objective** |  |
| **Key questions** | **Objective** |
| **S**pecific  What it the specific task? |  |
| **M**easurable  How will you tell when you’ve arrived at your target? |  |
| **A**chievable  Is it possible to complete your target given your resources? Does everyone agree? |  |
| **R**ealistic  Are you sure that you’re not being over-ambitious? |  |
| **T**ime-based  What are the start and end dates? |  |
| **SMART objective** |  |