SETTING SMARTER OBJECTIVES

Think about a goal, something that you would like to achieve, related to one of the five core employability skills: communication, teamwork, problem solving, self-management and self-belief. An example of a goal might be: 'I'd like to be more confident when presenting my ideas to groups of people'. Think about what will happen when you achieve this goal? Why is it important to you to achieve this goal, what will change?

My goal

Why is it important to reach this goal?

What will change when I have achieved this goal?

Objectives help us move towards achieving our goal by breaking down the actions we need to take into clear steps. A useful objective helps to motivate us and provides a clear target. Setting useful objectives requires some time and consideration. To make your objective really useful make sure it is **SMARTer**.

SPECIFIC
Clearly describe what you are going to do using simple language

MEASURABLE
Make sure that your objective is measurable — how many training sessions will you do, how many CVs will you send out, how much time each week will you devote to research?

ACHIEVABLE
Make your objectives realistic and stretch yourself but create an objective that is possible. If you have exams in the next month you are unlikely to be able to spend eight hours a week doing research

RELEVANT
Work out if, and why, this objective is important to help you achieve your bigger goal — is this the most important thing to do next?

TIME BOUND
When will you complete this by? (Try and recruit a friend or family member to check you hit your deadline.)

evaluation
When you reach your deadline, evaluate how well you've done and what you've learned

re-adjust
Based on what you learn, re-adjust your next set of objectives

Remember, you probably won't achieve every objective and goal you set yourself, and that's okay. Take the opportunity to reflect on the experience and learn from it to help you set your next objectives and move you closer to achieving your goal.

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