
IDENTIFY YOUR OBJECTIVE

If your work does not have a clear objective, why are you writing it? The best objectives are SMART objectives. This means they are:

S	-	Specific
M	-	Measurable
A	-	Assignable
R	-	Realistic
T	-	Time bound

Task – Think of something you need to write. Write your SMART objective in the boxes below.

S – Specific – What exactly do you need to achieve?

M - Measurable – How will you measure progress and success?

A - Assignable – Who is responsible for this task?

R - Realistic – Is this task achievable? Is it difficult but doable or just impossible?

T – Time-bound – When is your deadline?