How to write SMART targets

SMART targets or objectives are:

Specific	What do you want to be able to do?
Measureable	How will you know once you have achieved it?
Achievable	Will you be able to do it? What other demands might affect it?
Relevant	Is it relevant to your professional development in your role/roles?
Timely	When will you be able to achieve it?

The type of verbs you use for your objectives can change what is required. Below is Bloom's taxonomy, a tool used in education to find the right verb for setting objectives. It orders learning into six levels of increasing depth and lists some of the verbs associated with that level of learning.

For example, understanding requires less knowledge than evaluating, and remembering a skill is not as difficult as applying it in a new situation. The verb changes the level of learning needed and the method used to achieve the objective. The verb you choose should influence the continuing professional development activity you choose to undertake to achieve your objective.

	Bloom's level	Common verbs used for writing SMART objectives
Lower-order	1. Remembering	define, list, identify, name, recall, recognise, record, relate, repeat, underline
	2. Understanding	choose, describe, determine, differentiate, discriminate, discuss, explain, express, identify, interpret, locate, pick, report, restate, review, recognise, select, tell, translate,

thinking skills		respond, practice, simulate
	3. Applying	apply, demonstrate, employ, generalise, illustrate, interpret, operate, operationalise, practice, relate, schedule, use, utilise, initiate
Higher-order thinking skills	4. Analysing	analyse, appraise, calculate, categorise, compare, conclude, contrast, correlate, criticise, deduce, debate, detect, determine, develop, diagnose, estimate, evaluate, examine, experiment, identify, infer, inspect, investigate, measure, predict, question, relate, solve, test
	5. Evaluating	appraise, assess, choose, compare, critique, estimate, evaluate, judge, measure, rate, revise, review, score, select, validate, value, test
	6. Creating	arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, modify, organise, plan, prepare, produce, propose, predict, reconstruct, set-up, synthesise, systematise, devise