



# Setting Yourself Targets

# Objectives

- ④ Describe how targets are used by people who manage them
- ④ Give an example of the use of target setting as part of an informal process
- ④ Give an example of the use of target setting as part of a formal process like a personal review
- ④ Set personal targets with support from an appropriate person which are:  
Challenging, realistic and achievable
- ④ Work towards and review personal targets, with support from an appropriate person



Why is it  
important to  
set goals?  
Create a mind  
map about  
setting goals

# How are targets used in the workplace?

to track progress

as part of CPD

identify areas  
for  
improvement

work towards  
promotion

to reflect on what  
you've done

to improve skills and  
performance

# Target setting as an informal process

personal goals

targets you set yourself

could be linked to wellbeing or fitness

# Target setting as a formal process

part of your CPD

something that is tracked

your manager reviews it

# SMART Targets

## What are they?

You use SMART targets in your learning  
Have a look at your ILP and you will see a SMART target you set for the course

Write an example of a SMART target on the board

**S**

**Specific**

Do: Set real numbers with real deadlines.

Don't: Say, "I want more visitors."

**M**

**Measurable**

Do: Make sure your goal is trackable.

Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."

**A**

**Attainable**

Do: Work towards a goal that is challenging, but possible.

Don't: Try to take over the world in one night.

**R**

**Realistic**

Do: Be honest with yourself- you know what you and your team are capable of.

Don't: Forget any hurdles you may have to overcome.

**T**

**Time-bound**

Do: Give yourself a deadline.

Don't: Keep pushing towards a goal you might hit, "some day."



# Task:

- ② Set yourself a target
- ② Complete the target
- ② Review it at the end of the next lesson