

### Toolkit Activity 25: SMART Goal Setting Model

Activity title	Setting clear and SMART goals
Aim	The aim of this activity is to set clear and SMART goals for your mentoring journey.
Related to subchapter	5.3: Integrated Guidance After COVID – What Did We Learn? (Establishing trust and expectations)
Group / Individual activity	Individual activity
Duration	45 min
Online / Offline activity	Offline or online activity
Materials needed	SMART goals worksheet

#### Step-by-step instructions:

1. Explain to the participants that the SMART model for goal setting is one of the most well-known and used models when it comes to goal setting. It first appeared in 1981 in an article in the Management Review (Doran, 1981) and built nicely on the work previously carried out by Locke in the 1960s. It has proven highly successful in its use for both individual and group goal-setting.
2. Ask the participants to take a critical look on their current situation and try to find ways in which they will be able to improve it.
3. Explain each step of the SMART goals (worksheet) to the participants and then let them work individually on their personal development plan and then on their action plan.
4. When the participants are finished it would be good to present their personal development plans to their groups and talk about them so as to commit to their group that they will achieve their goals. (If there are up to 15 participants in the group, they will present their plans to the whole group)

**Take-away message:** This goal – setting activity can be done either individually on a personal level (every participant sets their personal goals), or with the help and support of the mentor. In a mentor – mentee relationship it is very important to have the same understanding and vision regarding the goals you want to achieve in order to identify possible barriers that might stand in the way, deal with previous missteps and identify ways in which the mentor can help the mentee achieve their goals.

## SMART Goal Setting Model

The SMART model is one of the most well-known and used models when it comes to goal setting. It first appeared in 1981 in an article in the *Management review* (Doran, 1981) and built nicely on the work previously carried out by Locke in the 1960s. It has proven highly successful in its use for both individual and group goal-setting.

### SMART stands for:

**Specific** – Each goal must be specific and as clearly defined as possible. You can have multiple goals, but each one must be clear.

**Measurable** – Each goal must also have clearly defined metrics for how it can be measured – either for progress or the end goal.

**Achievable** – It can be easy to get carried away when setting goals, but a goal that is ultimately not achievable will deplete your motivation. Keep goals small and achievable. You can always build on and add to them later.

**Relevant** – This is where putting some time in to plan your goals can pay off. There's no point in pursuing a goal that doesn't add to your core values or ultimate desires for your life. Make sure each goal is relevant to you.

**Time-Bound** – This links nicely with the achievable step. Make sure you set yourself realistic deadlines for each goal and it's required steps to keep you focused and motivated.

The SMART model has been widely accepted as the go-to model and I think that's because it can be applied to simple and complex goals, work goals, personal goals, individual and group goals. It's a highly adaptable model with a very clear structure that can be used with other planning and business tools to achieve large goals