SMART Planner

Study Development Worksheet

| **Task:** | **Example 1 – is this task SMART?** | **Example 2 – is this task SMART?** |
| --- | --- | --- |
| **S**Is your task **specific**? | Read and take bullet-point notes from Chapter 2.  | Write part of my essay. |
| **M**Is your task **measurable**? (How will you know when you have completed it?) | Yes – I will finish the chapter and have clear notes. | I will have written part of my essay. |
| **A**Is your task **achievable**? | Yes – I have the book from the library and I have time and study space to do it. I have skimmed it and understand it.  | Should be. |
| **R**Is your task **relevant**?  | Yes – Chapter 2 is on my reading list. | I think so – I need to finish my essay. |
| **T**Is your task reasonable in the **time** you have? | Yes – should take 1 hour. I have up to 2 hours to spend on it, after lunch and before my work shift.  | Should take me a couple of hours. I can do it after my night shift.  |

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**Make your own SMART targets for your next project**

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| --- | --- | --- | --- | --- |
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| **A -** Is your task **achievable**? |  |  |  |  |
| **R -** Is your task **relevant**?  |  |  |  |  |
| **T -** Is your task reasonable in the **time** you have? |  |  |  |  |