



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

Task:				
S - Is your task specific ?				
M - Is your task measurable ? (How will you know when you have completed it?)				
A - Is your task achievable ?				
R - Is your task relevant ?				
T - Is your task reasonable in the time you have?				