

SMART Action Planning

The SMART model was developed by psychologists as a tool to help people set and reach their goals.

S—Specific

M—Measureable

A—Attainable

R—Relevant

T—Time-bound

Specific

Is your goal well defined? Avoid setting unclear or vague objectives; instead be as precise as possible.

Instead of: To get all equipment in a good state

Make it specific: Contact the maintenance company to repair centrifuge with label NRL10034

Measurable

Be clear how will you know when you have achieved your goal. Using numbers, dates and times is one way to represent clear objectives.

Instead of: To get better results

Make it measurable: Bring down the false positivity rate in EQA from 32% to max 10%.

Attainable

Setting impossible goals will only end in disappointment. Make your goals challenging, but realistic.

Instead of: Become accredited in 16 months time

Make it attainable: Achieve completion of GLI implementation guide level 1 in nine months time.

Relevant

Try and step back and get an overview of all the different work areas of the laboratory work. Consider how relevant each objective is to the overall picture (goal).

Make it relevant.

Time-bound

Set a time scale for completion of each goal. Even if you have to review this as you progress, it will help to keep you motivated.

Instead of: Do the Facility and Safety assessment.

Make it time-bound: Do the Facility and Safety assessment before the 27th of February 2012.

An example of how you can formulate a good action point

Deadline : Person assigned : Specific action : Date of formulating action point.

Example:

27-02-2012 : O. Anujuo : Complete the Facility and Safety assessment and develop an action plan based on its outcome : 27-01-2011