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| **GOAL** | **SPECIFIC**  **Clearly describe your objective.** | **MEASURABLE**  **How will you measure your success or progress?** | **ACHIEVEABLE**  **Do you have the resources, knowledge, and experience to achieve this? What do you need?** | **RELEVANT**  **Does this contribute towards your aims?** | **TIME-BASED**  **Set clear deadlines for review or completion.** |
| *E.g. Grow professional network* | *Using LinkedIn, I will connect with people from xx sector or organisation.* | *I will connect with three relevant people.* | *I have a LinkedIn profile and I know how to search for new contacts.* | *These new contacts will give me insight into the type of people that works at xx organisation, their experience, and qualifications.* | *Review at next meeting on 1/1/24.* |
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