

The Goal and Objective Setting Matrix

This matrix is ideal for organising your goals and objectives in a logical manner. By creating S.M.A.R.T.E.R. goals you will be able to track your own progress and focus on the end result.



Task

1. Start by specifying your goals/objectives. List them in the left column of the matrix that can be found in **using the button at the top of this page**. Add additional rows to the table as necessary.

2. Fill in information for each goal/objective relating to:

- How progress will be measured. This will help you to revisit your goal/objective and ensure you are on track to achieve it.
- The resources you will require. This will ensure that you are fully prepared to achieve your goal/objective.
- Its relevance. Remember, your time is valuable so if the goal/objective is not relevant and important, you should focus on other goals.
- The time you have to achieve it. If you have deadlines for achieving your identified goals/objectives you can prioritise what you are doing.

3. Review your desired goals/objectives individually ensuring they are all S.M.A.R.T.E.R.:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime bound
- **E**xtending
- **R**ewarding

Once your goal/objective setting matrix has been completed it can be used as a work plan to ensure that all goals are achieved.

The goal and objective setting matrix covers the following questions:

- What is your **specific** goal/objective?
- How will you **measure** progress?
- What **resources** do you require to achieve this goal/objective?
- How is the goal/objective **relevant**, with a clear purpose and benefit?
- Is there a deadline? If so, what **time** do you have to achieve the goal/objective?
- How does the goal/objective **challenge** you?
- What will your **reward** be for achieving the goal/objective?
- Has the goal/objective been **achieved**?

Image Credit: Flickr [luc legay](#) (accessed 20 October 2014).