

Setting SMART Objectives

Setting objectives is important; it focuses you on specific aims over a period of time and motivates you to meet the objectives you set. What do you hope to achieve?

SMART stands for:

Specific	What specific objectives do you wish to achieve?
Measurable	How will you measure your success?
Achievable	Are the objectives you set achievable and attainable?
Realistic	Do you realistically have the resources & time you need?
Time	When do you want to achieve your set objectives?

SMART(er) criteria

S	Specific	Significant, Stretching, Simple
M	Measurable	Meaningful, Motivational, Manageable
A	Attainable	Appropriate, Achievable, Agreed, Assignable, Actionable, Action-oriented, Ambitious
R	Realistic	Relevant, Results, Results-focused, Resourced, Rewarding
T	Time-bound	Time framed, Timed, Time-based, Timeboxed, Timely, Time-Specific, Timetabled, Trackable, Tangible
E	Evaluate	Exciting
R	Re-evaluate	Rewarding, Reassess, Revisit

Note: Please see 'Actions to Complete' on the back page



my learning journey...

Why Catalyst Learning & Development?

- Our delivery is highly interactive and offers whole life changes
- We focus on self-discovery as a route to learning
- Delegates can practice new tools and receive feedback before taking them to the workplace
- Whole brain approach - the use of sensory simulation to help delegates focus and learn
- Fun, enjoyable and engaging sessions

Professional Qualifications

- Leadership and Management Qualifications (ILM)
- Coaching Qualifications (ILM)
- Train the Trainer Accreditation (ITOL)
- Motivational Maps™
- Psychometric Measures

Learning & Development

- Action Plan Support Programme™
- Active Knowledge Bites™
- Business IT Skills
- Leadership Skills
- Equality and Diversity
- Executive, Life and Business Coaching
- Management Training
- NLP Training
- Personal Development
- Project Management
- Sales & Marketing

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my learning journey...

I keep six honest serving-men
 (They taught me all I knew);
 Their names are What and Why and When
 And How and Where and Who

Rudyard Kipling

You don't stumble into
 the future. You create
 your own future

Roger Smith

There is nothing like a
 dream to create the future

Victor Hugo

If I can make it, you can make it

Reverend Jesse Jackson

Courage is doing what
 you are afraid to do.
 There can be no courage
 unless you're scared

Eddie Rickenbacker

Happiness is a
 habit - cultivate it

Elbert Hubbard

No man knows
 what he can do until
 he tries

Publius Syrus

Anyone's a fool who doesn't try to
 live up to his dreams and abilities

Saying

Above all, challenge yourself. You
 may well surprise yourself at the
 strengths you have, what you can
 accomplish

Cecile M. Springer

Be civil to all; sociable
 to many; familiar with
 few; friend to one;
 enemy to none

Benjamin Franklin

Laughter makes
 good blood

Italian Proverb

Trust men, and they will
 be true to you; treat them
 greatly, and they will show
 themselves great

Ralph Waldo Emerson

The tragedy of life
 doesn't lie in not
 reaching your goal.
 The tragedy lies in
 having no goal to
 reach

Benjamin E. Mays

Something will turn up

Benjamin Disraeli

It matters not how
 long you live, but
 how well

Publius Syrus

The most wasted day
 of all is that on which we
 have not laughed

Sebastien Chamfort

All of us do not have
 equal talent, but all of us
 should have an equal
 opportunity to develop our
 talent

John F. Kennedy

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