

The SMART Approach to giving Effective Feedback



S

Specific

Set clear goals and targets for your colleague or employee to work towards.

M

Measurable

Measuring objectives in hard numbers is mutually beneficial for both parties to identify when a goal is met.

A

Achievable/Attainable

Attainable goals motivate and encourage employees to strive in completing the task.

R

Results Oriented/ Realistic/Relevant

Setting goals which are in line with the employee's values allow them to feel more connected to the task, like they are contributing to a greater cause.

T

Time-bound

Having a predesigned time frame allows employees to work with a sense of urgency and priority.

