

# How to write SMART objectives for political finance oversight institutions

SMART stands for:

- Specific
- Measurable
- Achievable
- Relevant
- Timely (or Timebound)

## Specific

Use action verbs – this helps to make the objective more specific. What are you actually going to do, and with what specific results?

What are you going to be doing? Why?

Make your objectives clear and unambiguous.

## Measurable

If you have no way of measuring the achievement of the objective, it will be hard to prove that you've achieved it.

If you are successful, what will that look like? What will be different? How could you measure that difference?

Think in terms of quantitative things like time, percentage change, costs saved, or discernible quality improvements that have some benefit.

## Achievable

What will it take to deliver the objective? Do you have the resources and skills to complete all the steps?

Have you identified exactly who you need, and when you need them? Are they available?

## Relevant

How does this objective serve the overall vision and strategic long term objectives? Is it consistent with those overall aims? What are the benefits going to be, and will those benefits contribute in some way to the overall vision?

## Timely or time-bound

Is this the right moment for this objective? And can you deliver it in a reasonable time-frame? Is there a specific hard deadline?

Be as specific as possible, e.g. it will be completed between x and y dates, or in quarter three, or by 12 noon on Tuesday 1 December.