

SMART OBJECTIVES FOR WRITING

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Prasun Lala

SMART

S. M. A. R. T.

Doran (1981)



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SMART

Measurable



Mesurable



SMART

Assignable

Attribuable



Attainable

Atteignable



SMART

Realistic



Réaliste

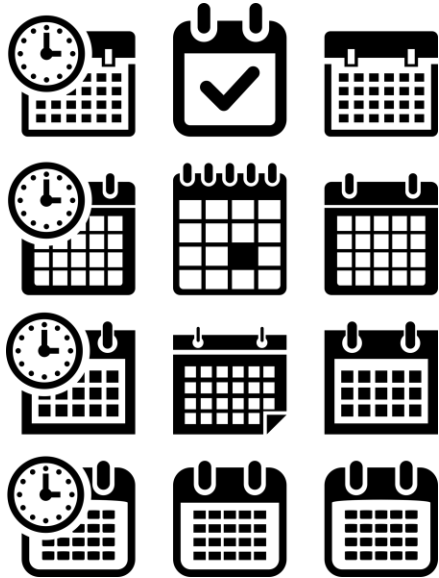
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Timebound

Temporellement défini



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SPECIFIC

- What do you want to accomplish?
- ~~Finish discussion~~
- **Describe the relevance of present results to Craighero's interpretation of Premotor theory**
- Clarify outcome before starting
- Let's you focus on "what" rather than "why"



SMART

Measurable



Mesurable



MEASURABLE

- How do you know when a goal is complete?
 - By evaluating progress.
 - Each goal has a series of objectives - small steps toward overall goal.
 - Objectives are precise, concrete, and measurable.
- Questions when writing goals:
 - “How am I going to accomplish this goal?”
 - “What will I do or learn in the process?”
 - To figure out if a goal is measurable - “How will I know when this is done?”
- ~~Make progress in section 3~~
- **Specify concept X in section 3**



SMART

Assignable

Attribuable



Attainable

Atteignable



ASSIGNABLE / ATTAINABLE

- Assignable
 - Who is responsible for making the goal happen?
 - Are expectations clear and agreed upon by all interested parties?
 - E.g. “Who said they would give me feedback on my paper, and by when? Do they have everything they need?”
- Attainable
 - A goal is attainable if the accomplishing it doesn't require too much “sacrifice”
 - Break it down into smaller pieces if a goal seems too ambitious



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Realistic



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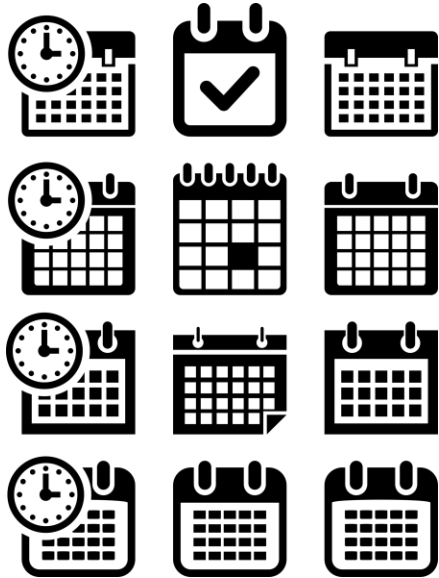


REALISTIC

- A realistic goal considers context and your ability to accomplish it
 - Can I achieve this goal with my current skills and resources?
 - If not, is it feasible to acquire the necessary skills and resources in the goal's established time frame?
 - Is the time frame appropriate to the complexity and amount of effort the goal requires?
- ~~Finish discussion on X concept I am unfamiliar with~~
- Speak to A about concept X to understand it better
- Write an outline of concept X and verify I am on right track
- Realistic goals will keep you from becoming discouraged



SMART



Timebound

Temporellement défini



TIMEBOUND

- It is essential to keep track of time in the planning of your goals
- We have a limited amount of time so as a resource we must use it wisely
- Time limits will help tendency for “perfectionism”
- Time limits will help with procrastination
- Is the timeline relevant to my current deadlines?
- Does it reflect my long-term objectives?
- ~~Finish X in the next two weeks~~
- Finish X during Thursday’s writing blitz
- Pomodoro / Blitz a good tool for tracking time.



GENERAL CRITICS OF SMART

- SMART technique doesn't work well for long-term goals because it lacks flexibility.
- Suggest that you could fail to reach a long-term SMART goal if circumstances change further down the line.
- Warn that merely making a goal SMART is no guarantee of success.
- SMART approach doesn't promote the sense of urgency or excitement needed to succeed.

Specifically, they ask whether the SMART approach compels you to act in pursuit of your goal or creates inertia and stifles creativity.



SO SHOULD YOU USE SMART?

- See if it works for you
- Pomodoro / Writing Blitz great way to test if it is right method for you



ACTION VERBS FOR SMART GOALS

- Northeastern University: School of Health Academy



Action Verbs for SMART GOALS

Some have found the following formula helpful in the development of smart goals:
AV + A + P/D, which is translated as **Action Verb + Activity + Purpose/Date (due)**

Here is an example of the use of this formula:

Action Verb	Activity	Purpose	Date (due)
Complete	Atomic Tutorial <i>Excel 2010-Intro Training</i>	per recommendation by supervisor	by June 2012.

Following is a table of action verbs for reference.

Accelerate	Collect	Enact	Inform	Outline	review
Accompany	Command	Encourage	Initiate	Participate	revise
Achieve	Communicate	Enforce	Innovate	Perceive	Schedule
Acquire	Complete	Engineer	Inspire	Perfect	Screen
Adapt	Compose	Enhance	Install	Perform	Secure
Address	Conceive	Employ	Instruct	Persuade	Select
Adjust	Condense	Establish	Insure	Pilot	Serve
Administer	Conduct	Evaluate	Integrate	Pinpoint	Simplify
Advance	Construct	Exceed	Intensify	Pioneer	Solve
Advertise	Contract	Execute	Interpret	Place	Spearhead
Advise	Contribute	Exhibit	Interview	Plan	Specialize
Advocate	Control	Expand	Invest	Prepare	Staff
Allocate	Convert	Expedite	Investigate	Preside	Standardize
Analyze	Cooperate	Explain	Justify	Prevent	Streamline
Anticipate	Coordinate	Explore	Launch	Prioritize	Strengthen
Apply	Correlate	Facilitate	Lead	Process	Structure
Appreciate	Correspond	Finalize	License	Procure	Succeed
Arrange	Create	Finance	Locate	Produce	Summarize
Assemble	Cultivate	Focus	Log	Program	Supervise
Assess	Customize	Forecast	Maintain	Project	Support
Assign	Decide	Formalize	Manage	Promote	Survey
Assist	Define	Form	Manufacture	Propose	Synthesize
Audit	Delegate	Foster	Market	Prove	Systematize
Authorize	Deliver	Found	Master	Provide	Tabulate
Balance	Demonstrate	Fundraise	Mediate	Publicize	Target
Brief	Design	Generate	Mentor	Publish	Teach
Budget	Determine	Govern	Minimize	Purchase	Test
Build	Develop	Graduate	Mobilize	Qualify	Train
Calculate	Devise	Guide	Modify	Quantify	Transfer
Catalogue	Direct	Handle	Monitor	Realize	Transmit
Centralize	Discover	Head	Motivate	Recommend	Translate
Chair	Display	Hire	Negotiate	Reconcile	Tutor
Change	Document	Identify	Nominate	Recruit	Unify
Clarify	Double	Illustrate	Obtain	Reduce	Update
Classify	Draft	Implement	Officiate	Reinforce	Upgrade
Collaborate	Earn	Improve	Operate	Reorganize	Use
Collect	Edit	Improvise	Orchestrate	Report	Utilize
Command	Educate	Incorporate	Order	Research	Verify
Communicate	Effect	Increase	Organize	Resolve	Volunteer
	Eliminate	Influence	Originate	Revamp	



WRITING ACTION VERBS

SARA MATHIEU-C., CO-FONDATRICE DE THÈSEZ-VOUS?

Exploration	Recension	Pré-écriture	Écriture	Réécriture	Révision
Lister	Identifier	Planifier	Introduire	Analyser	Calculer
Enregistrer	Localiser	Délimiter	Annoncer	Formuler	Examiner
Noter	Répertorier	Hiérarchiser	Poser	Différencier	Estimer
Annoter	Classer	Ordonner	Étayer	Questionner	Corriger
Définir	Décrire	Organiser	Enchaîner	Choisir	Uniformiser
Dessiner	Rapporter	Délimiter	Illustrer	Proposer	
Imaginer	Traduire	Argumenter	Conclure	Justifier	
Circonscrire	Résumer	Appuyer		Comparer	
	Interpréter	Contraster		Restreindre	

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