

SMART Tasks

Specific - Measurable - Agreed - Realistic - Time-bound

Name

skill or ability area	specific task (what is the task or objective? attach details if appropriate)	measures (standards and parameters)	agreed (is it?)	realistic (is it?)	timings (start/finish dates)	comments/actions (follow-up notes - attach details if appropriate)

This management tool was developed by Business Unlimited and you may use it personally or within your organisation provided copyright and www.business-unlimited.com is acknowledged. Publication in any form or use in provision of business services to a third party is not allowed without permission from author. Support and advice on using this system is available from www.business-unlimited.com. Free online training and systems (and explanation of task delegation and other theories) are at www.business-unlimited.com. © Business Unlimited 2005.