

Appendix 1 - SMART Definitions:

SMART is a memory tool, used to set objectives, for example for **project management**, employee **performance management** and **personal development**. Although there is no clear consensus about what the five or seven keywords mean, or even what they are in any given situation, typically accepted values are highlighted in table below. The workshop utilised this tool in order to guide participant thinking and each tool is identified by the SMART principle in order to test its viability.

Letter	Major Term	Minor Terms
S	Specific	Significant, Stretching, Simple
M	Measureable	Meaningful, Motivational, Manageable
A	Attainable	Appropriate, Achievable, Agreed, Assignable, Actionable, Ambitious, Aligned, Aspirational
R	Relevant	Realistic, Resourced, Resonant
T	Time-bound	Time-oriented, Time framed, Timed, Time-based, Timeboxed, Timely, Time-Specific, Timetabled, Time limited, Trackable, Tangible
E	Evaluate	Ethical, Excitable, Enjoyable, Engaging, Ecological
R	Reevaluate	Rewarded, Reassess, Revisit, Recordable, Rewarding, Reaching