

# The SMART Approach to Delegating



**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.

