

Performance Development Plan (SMART)

SMART = Specific, Measurable, Achievable, Realistic, Time Bound - *Example below*

Specific Goal	Measurable	Achievable	Realistic Planning & Time Scale	Time bound (completed when)
<i>Learn to drive</i>	<i>Take driving lessons</i>	<i>Phone instructor, book lessons & read highway code</i>	<i>Instructor estimates to allow 3 months (Feb - April)</i>	<i>Should be complete by June Fill in the date completed.</i>