

Features of a good outcome

Specific	Is the objective precise and well-defined? Is it clear? Can everyone understand it?
Measurable	How will the individual know when the task has been completed? What evidence is needed to confirm it? Have you stated how you will judge whether it has been completed or not?
Achievable	Is it within their capabilities? Are there sufficient resources available to enable this to happen? Can it all be done?
Realistic	Is it possible for the individual to perform the objective? How sensible is the objective in the current context? Does it fit into the overall pattern of this individual's work?
Timely	Is there a deadline? Is it feasible to meet this deadline? Is it appropriate to do with work now? Are there review dates?

How to write an Outcome:

To [Action verb] + [Key Result] + or how often + by [Date]

e.g.

To complete an inset puzzle independently on at least three consecutive occasions by the review date.