

GOAL:

S M A R T

Specific	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What are the constraints?	
Measurable	<ul style="list-style-type: none">• How will I measure my progress?• How will I know when the goal is accomplished?	
Attainable	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
Relevant	<ul style="list-style-type: none">• Is this a worthwhile goal?• Is this the right time?• Do I have the necessary resources to accomplish this goal?• Is this goal in line with my long term objective?	
Time frame	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When is the completion of this goal due?• When am I going to work on this goal?	