GOAL:

S	**Specific**	• What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints?	
M	**Measurable**	• How will I measure my progress? • How will I know when the goal is accomplished?	
A	**Achievable**	• How can the goal be accomplished? • What are the logical steps I should take?	
R	**Relevant**	• 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 objectives?	
T	**Time-Bound**	• 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?	