

# SMART GOALS

Definition



## **SPECIFIC**

What exactly do you want to achieve?



## **MEASURABLE**

Establish clear definitions to help you measure if you're reaching your goal.



## **ATTAINABLE**

What steps can you take to reach your goal? Outline the exact steps to accomplish your goal.



## **RELEVANT**

How will meeting this goal help you? Does your goal relate to your mission?



## **TIME-BOUND**

How long will it take to reach your goal?

# GOAL:

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

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