## SMART GOALS:

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| **Specific** | • What do I want to accomplish?  
• Why do I want to accomplish this?  
• What are the requirements?  
• What are the constraints?  |
| **Measurable** | • How will I measure my progress?  
• How will I know when the goal is accomplished?  |
| **Achievable** | • How can the goal be accomplished?  
• What are the logical steps I should take?  |
| **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?  |
| **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?  |