

S M A R T

Make it specific	What do you want to accomplish? Why?	
Make it measurable	How do you know you have accomplished your goal? How do the others know?	
Make it attainable	How can the goal be attained? What are the steps?	
Make it relevant	Why is your goal relevant? To whom?	
Make it timely	By when will your goal be attained? How much time can you take? How and when?	