

SMART GOAL

Goal	Write down the goal

S specific	Specify the goal: who, what, where, when, why, how

M measurable	Indicate measurements for the goal: how much, how many, how often

A	Reread the points above and think about how achievable the goal is. What is your motivation?
	achievable

R	Is it the right time to accomplish this goal? Does it match needs and efforts?
	relevant

T	Set time frames for milestones
	time-bound