

GOAL:

<p>S</p> <p>Specific</p>	<ul style="list-style-type: none"> • What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints? 	
<p>M</p> <p>Measurable</p>	<ul style="list-style-type: none"> • How will I measure my progress? • How will I know when the goal is accomplished? 	
<p>A</p> <p>Achievable</p>	<ul style="list-style-type: none"> • How can the goal be accomplished? • What are the logical steps I should take? 	
<p>R</p> <p>Relevant</p>	<ul style="list-style-type: none"> • 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? 	
<p>T</p> <p>Timely</p>	<ul style="list-style-type: none"> • 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? 	