

SMART GOALS



MEANINGFUL GOALS ARE SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT AND DEFINED WITHIN A TIMEFRAME FOR COMPLETION.

S

SPECIFIC

- What do I want to accomplish?
- Why do I want to accomplish this?
- What are the requirements?
- What are the constraints?

M

MEASURABLE

- How will I measure my progress?
- How will I know when the goal is accomplished

A

ACHIEVABLE

- How can the goal be accomplished?
- What are the logical steps I should take?

R

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?

T

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?
