

GOAL:

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	Attainable & Action Words	How can the goal be accomplished? What are the logical steps I should take?	
R	Realistic & 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-Limited	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?	

