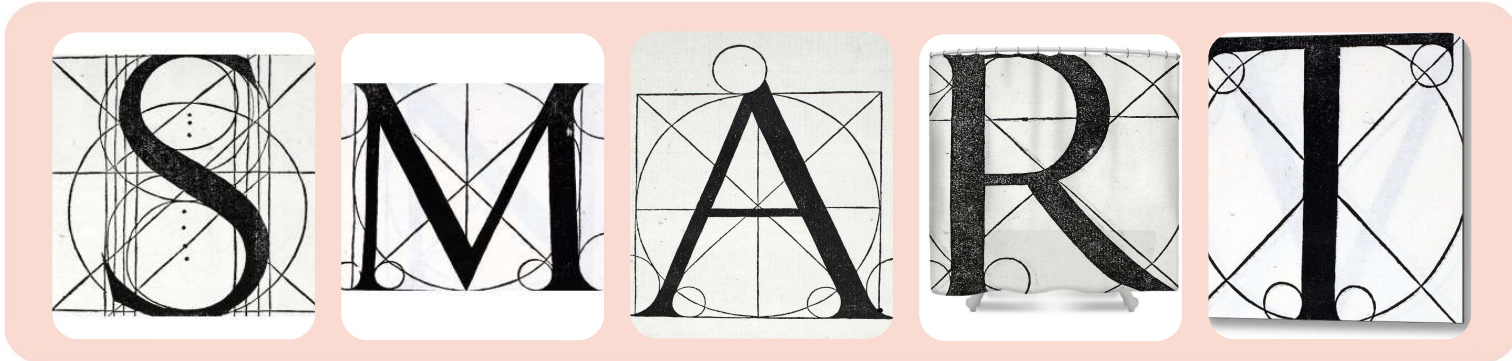




SMART Goals



Specific
Who, What, Where, When, Why?
Define your goal with answers to all of these questions. Specify each in writing to achieve the best results.

Measurable
Where to Start & Finish?
How will you and others know that the goal was completed? Measuring creates tangible results.

Attainable
How?
Is the goal well defined to be completed in the specified time frame? Stretching is good, too easy and unrealistic are not.

Relevant
Worthwhile?
Does the goal make a valuable difference when complete? Relevant ensures the goal is aligned to help you achieve other short and long-term goals.

Timely
When?
Include a time limit. This step will be complete by day/mth/year." Timely creates a deadline, establishes a sense of urgency and reminds you to use time management.