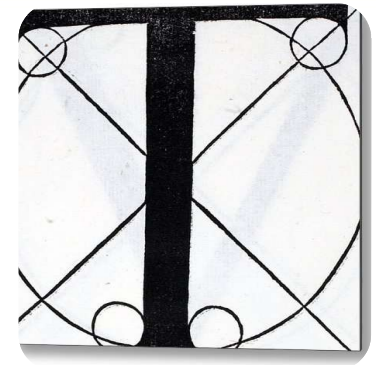
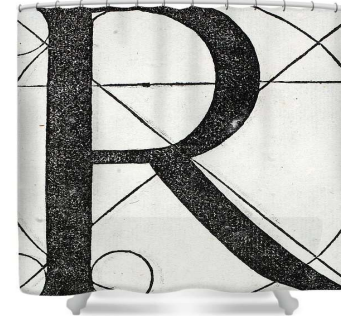
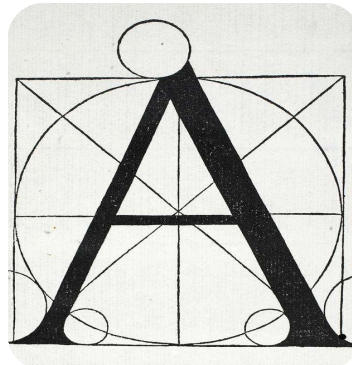
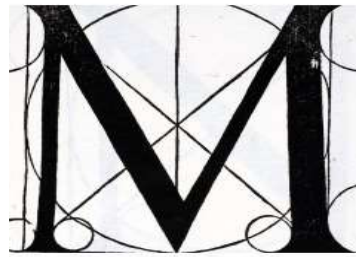
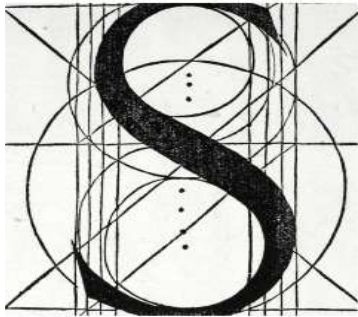


SMART GOALS



Specific

Who, What,
Where, When,
Why?

Define your goal with answers to all of these questions. Specify each in writing to build accountability.

Measurable

Where to Start &
Finish?

How will others know that the goal was completed? Measuring creates tangible results.

Attainable

How?

Is the goal properly defined to be reasonably completed in the specified time frame? Stretching is good, too easy or unrealistic are not.

Relevant

Worthwhile?

Does this goal really make a valuable difference after it is completed? Relevant ensures the goal is aligned to help you achieve other short and long-term goals.

Timely

When?

Include a specific date this step will be completed. Timely creates a deadline, establishes a sense of urgency and encourages use of time management.