

SMART GOALS

THE MORE CLARITY YOU HAVE AROUND WHAT YOU WANT (THE GOAL), AND HOW TO ACHIEVE IT, THE MORE LIKELY YOU WILL SUCCEED. THE SMART GOAL SYSTEM WILL HELP YOU DEFINE YOUR GOALS AND STAY FOCUSED. REMEMBER HOWEVER, THESE ARE YOUR GOALS AND YOU CAN CHANGE THEM WHEN NECESSARY.

S	<u>SPECIFIC</u> BE CLEAR ABOUT WHAT YOU WANT - WHAT, WHY, WHO, ETC.	
M	<u>MEASURABLE</u> SET CRITERIA TO MEASURE YOUR PROGRESS.	
A	<u>ACHIEVABLE</u> IS THE GOAL REALISTIC? DO YOU HAVE THE RESOURCES TO ACCOMPLISH?	
R	<u>RELEVANT</u> IS THIS GOAL ALIGNED WITH YOUR OVERALL GOALS? DOES IT MATTER TO YOU?	
T	<u>TIME BOUND</u> SETTING DEADLINES WILL HELP KNOW WHAT ACTIONS TO TAKE.	