

S.M.A.R.T. Goals

Write down your goal in as few words as possible: _____

Now get:

Specific



Get specific about who, what, where, when, why and how. List three action steps that you will take.

Measurable

Describe how you will measure or track your progress.

Attainable

What resources do you need to attain your goal? How will you find the time?

Relevant

Describe why you want to achieve this goal.

Timeline

Set a deadline for your goal and establish some benchmarks.