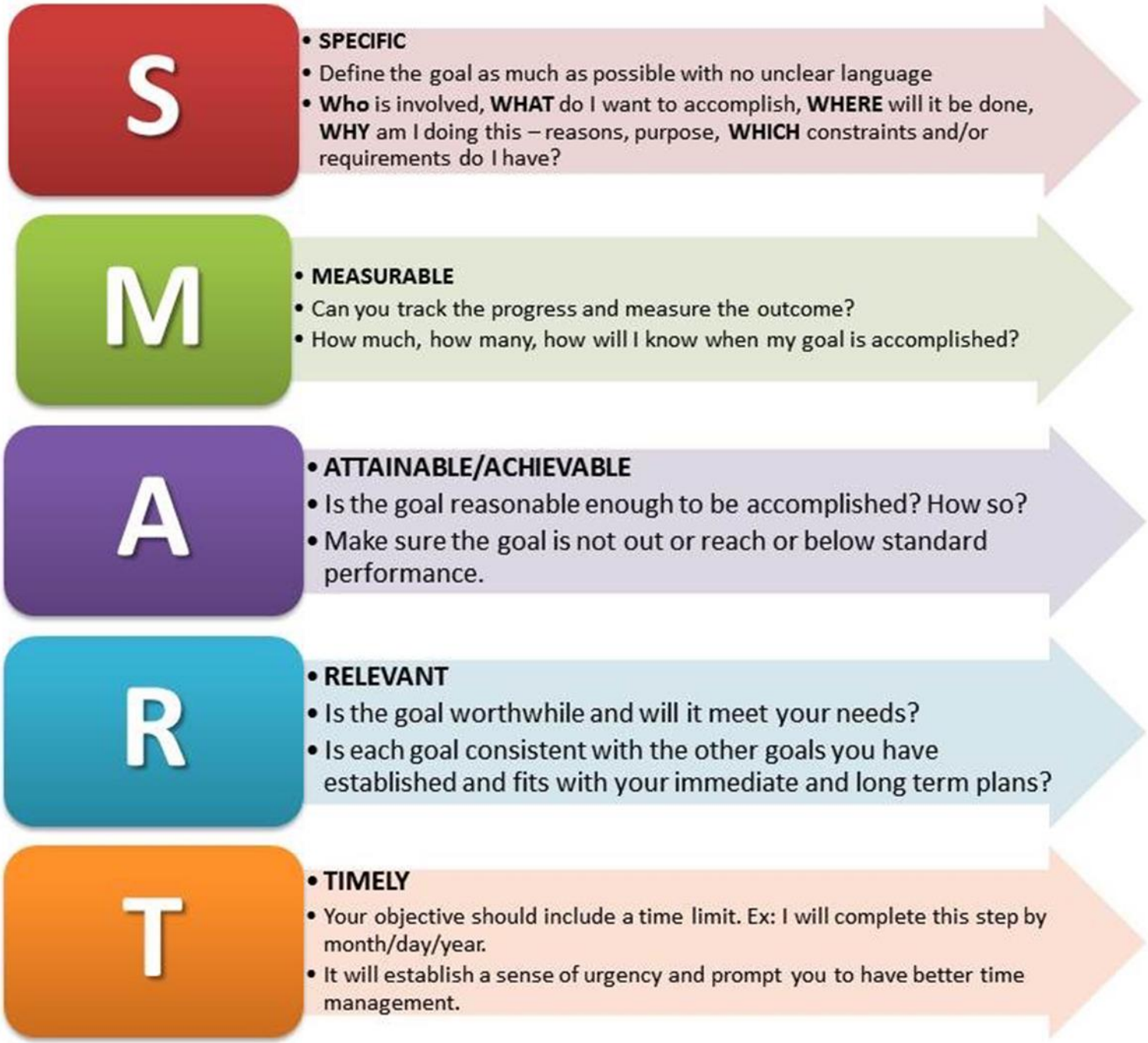
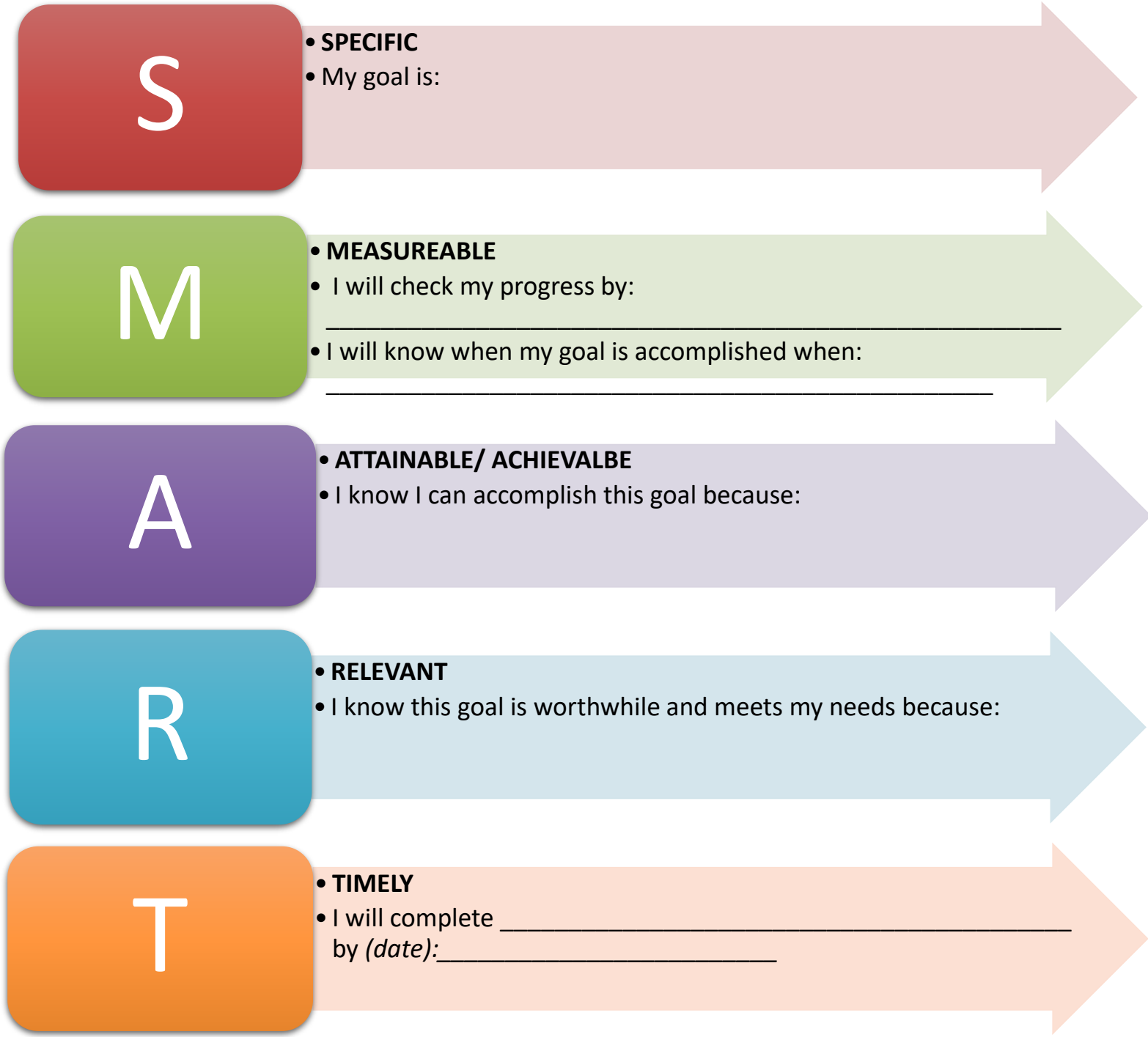

S
• SPECIFIC
• Define the goal as much as possible with no unclear language
• Who is involved, WHAT do I want to accomplish, WHERE will it be done, WHY am I doing this – reasons, purpose, WHICH constraints and/or requirements do I have?
M
• MEASURABLE
• Can you track the progress and measure the outcome?
• How much, how many, how will I know when my goal is accomplished?
A
• ATTAINABLE/ACHIEVABLE
• Is the goal reasonable enough to be accomplished? How so?
• Make sure the goal is not out or reach or below standard performance.
R
• RELEVANT
• Is the goal worthwhile and will it meet your needs?
• Is each goal consistent with the other goals you have established and fits with your immediate and long term plans?
T
• TIMELY
• Your objective should include a time limit. Ex: I will complete this step by month/day/year.
• It will establish a sense of urgency and prompt you to have better time management.


S
• SPECIFIC
• My goal is:
M
• MEASUREABLE
• I will check my progress by:
_____
• I will know when my goal is accomplished when:
_____
A
• ATTAINABLE/ ACHIEVALBE
• I know I can accomplish this goal because:
R
• RELEVANT
• I know this goal is worthwhile and meets my needs because:
T
• TIMELY
• I will complete _____
by (date):_____