

# GOAL: \_\_\_\_\_

S

Specific	<ul style="list-style-type: none"><li>• What do I want to accomplish?</li><li>• Why do I want to accomplish this?</li><li>• What are the requirements?</li><li>• What are the constraints?</li></ul>	
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M

Measurable	<ul style="list-style-type: none"><li>• How will I measure my progress?</li><li>• How will I know when the goal is accomplished?</li></ul>	
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A

Achievable	<ul style="list-style-type: none"><li>• How can the goal be accomplished?</li><li>• What are the logical steps I should take?</li></ul>	
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R

Relevant	<ul style="list-style-type: none"><li>• Is this a worthwhile goal?</li><li>• Is this the right time?</li><li>• Do I have the necessary resources to accomplish this goal?</li><li>• Is this goal in line with my long term objectives?</li></ul>	
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T

Time-Bound	<ul style="list-style-type: none"><li>• How long will it take to accomplish this goal?</li><li>• When is the completion of this goal due?</li><li>• When am I going to work on this goal?</li></ul>	
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