**SMART Goals**

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| --- | --- | --- |
| Goal | Explanation | Answer |
| **Specific** | * What is the goal? * How will this goal be achieved? * Who is responsible for achieving this goal? * What are the success criteria for this goal? |  |
| **Measurable** | * Is it possible to measure this goal quantitatively? * What tools or methods will be used to measure the success or failure of the goal? |  |
| **Attainable** | * Is there any historical data to support the feasibility of this goal? * What resources are needed? |  |
| **Relevant** | * Why is this goal Beneficial for your organization? * What is the priority level of this goal? |  |
| **Time-Bound** | * What is the deadline for the completion of the goal? |  |

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