How my success criteria is SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound)

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| Goals | How my success criteria achieved each goal |
| Specific | I asked myself why each of the dimensions was specifically important (refer to table 3) to make sure that the dimensions are precise and accurate. |
| Measurable | I included statistics in my success criteria that can be measured once the podcast show is produced and give a clear indication as to which level each of my dimension is:  Audio bitrate: 256 kbps  Amount of episodes: 5-6 episodes  Interviews with professionals for primary research: 3-4 interviews  Secondary research sources: 8 or more  Colors on the podcast cover: 3-4  Duration: 5-6 minutes  Tips and Tricks: 20-30 |
| Attainable | I researched how long it take on average to produce an episode, and emailed an established podcaster about how much work goes into each episode to make sure that I would be able to handle the workload. |
| Realistic | I set small goals that were realistic and practical by breaking each step into tiny to-do lists. |
| Time-Bound | I created a timeline using **Asana** where I was able to create a Gantt chart and uploaded all my tasks onto a calendar so that I know exactly when I needed to complete each task to stay on track with my deadlines. I also set notifications on my phone which would remind me of the deadlines and alert me. |