**Stated clearly**

How would I state and explain my goal as clearly as possible to somebody else? Simple every day terms.

**Specific**

What: What exactly is the state in the future that I want to reach (desired result)?

Why: Which are the specific reasons, the purpose or benefits (the project, the team, the organization)?

Why: Why is reaching this goal meaningful and essential to me?

Who: Who- apart from myself is involved?

**Measurables**

Which indicators of quality and quantity are there to measure/observe my progress?

How will I know when my goal is accomplished?

**Action oriented**

How will I reach my goal? Which competencies and skills must I have?

Which authorization or resources must I have? (data in place, approval, etc)

List at least 3-5 milestones on the way to this goal. Try breaking your goal down into smaller products that you can achieve to know you are on course.

* Milestone 1
* Milestone 2
* Milestone 3

Under each of the milestones – what are some action items that you need to accomplish to hit that milestone.

**Realistic**

How realistic is my goal regarding myself (life), the context/environment, financial constraints? What are some areas that could influence your progress towards the goal (this isn’t a bad thing, this is being realistic that our lives are busy and complicated at times).

Is my goal in conflict with my other goals, if yes what can I do to find a compromise here.

**Time-based**

When will I reach the goal?

Are there secondary dates if I don’t meet this goal? How firm is this goal, is there a final date I must account for.

When will I start working on the goal?

For the key milestones listed above what are these timelines? These are your checkpoints for making sure your goal setting is realistic.

How are you prioritizing this goal on your schedule and in your life? Specifically, address how you have allocated time to goal-dependent activities/milestones.

Share your goal with someone else- Think about adding your milestones to your and Kelly’s calendar, with a reminder before (2 weeks, 1 month).