

# SMART GOALS

- How will I measure my progress?
- How I know if my goal is achieved?

**S**

Specific

**M**

Measurable

**A**

Achievable

**R**

Relevant

**T**

Time-Bound



- Who is involved?
- What do I want to achieve
- When do I need to achieve this?
- Why is this goal important?

- Will it be clear when the goal is complete?
- Is it reasonable to complete the goal in the time allotted?

- How long should it take to accomplish his goal?
- When will I check in on whether or not the goal has been completed?

