

SMART GOAL

S.M.A.R.T. goals will help you accurately define objectives and make them meaningful. When setting a S.M.A.R.T. goal, try to be ambitious, but also stay realistic. Apart from that, make it as specific as possible. You'll only be able to achieve your goals if you know exactly what you want to achieve.

<p>S</p> <p>Specific</p>	<p><i>What do you want to achieve? Who needs to be involved to accomplish this goal? When do you want to have your goal finished? Why should you achieve this goal exactly?</i></p>
<p>M</p> <p>Measurable</p>	<p><i>How can you measure progress and know if you've successfully met your goal?</i></p>
<p>A</p> <p>Attainable</p>	<p><i>Are you capable of achieving the goal? Do I have, or can I get the resources or skills needed to achieve this goal? Is the goal a reasonable stretch for me? (Neither out of reach nor too easy?)</i></p>
<p>R</p> <p>Relevant</p>	<p><i>Is this a worthwhile goal? Is it meaningful to me? Would it delay or prevent me from achieving a more important goal? Am I willing to commit to achieving this goal?</i></p>
<p>T</p> <p>Time-Bound</p>	<p><i>What is the due date of your goal? When do I need to take action? What can I do today?</i></p>
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