

# YOUR GOAL:

## S

### Specific

- What exactly do you want to accomplish?
- Who is involved?
- What resources or limitations are involved?
- Where will this goal be achieved?

## M

### Measurable

- How will you measure progress?
- How will you know when the goal is accomplished?
- What are the milestones along the way?
- Are there any quantifiable indicators of progress?

## A

### Achievable

- Can you realistically accomplish this goal?
- Do you have the resources and capabilities?
- Have others done something similar successfully?
- Is the goal challenging yet attainable?

## R

### Relevant

- Why is this goal important?
- Does it align with your long-term objectives?
- Are you the right person to pursue this goal?
- Does this goal align with your overall vision or mission?

## T

### Time-bound

- What is the deadline for achieving this goal?
- Are there any time constraints or external factors?
- What can be accomplished within the timeframe?
- What is the start date and end date for this goal?

**OVERALL DUE DATE:**

## ACTIONS TO ACHIEVE THIS GOAL

Action Description	Due Date