SMART goals

SMART goals focus on outcomes rather than activities and allow you to measure your own success.

**S**

**Specific** goals are well defined and clear on what needs to be accomplished. What outcomes do you need to see in order to consider the goal accomplished?

**M**

**S**

**Measurable** goals enable you to evaluate whether or not the goal was achieved or not. How will you decide whether the goal is completed or not?

**A**

**Achievable** goals are realistic about what is possible given the availability of resources, knowledge, and time. How likely is it that your can accomplish this goal?

**R**

**Relevant** goals are important to you and will make a material impact on achieving your larger objectives. Does it make a difference to your overall objectives if this goal is not met?

**T**

**Time-Based** goals lock into a specific timeframe and specify when they will be completed by. When do you need the goal completed by?