GOAL:

(A description of what you would like to accomplish)

S	**Specific**	• What observable result will the goal achieve? • Are there particular requirements?	
M	**Measurable**	• How will progress be evaluated? • How will I know when the goal is accomplished? • What is the intended result?	
A	**Attainable**	• What are the steps I should take? • Who is going to help? • Who is going to do what?	
R	**Resources**	• What resources do I need to accomplish my goal? • What resources do I already have in place?	
T	**Timely**	• How long will it take? • When do I need to be finished? • What needs to be done when?	