

GOAL:



S

Specific

- What do I want to accomplish?
- Why do I want to accomplish this?
- What are the requirements?
- What are the constraints?

M

Measurable

- How will I measure my progress?
- How will I know when the goal is accomplished?

A

Attainable

- How can the goal be accomplished?
- What are the logical steps I should take?
- Is this in line with my long term objectives?

R

Resources

- Do I have the necessary resources to accomplish this goal?
- What resources do I need to accomplish my goal?

T

Timely

- Is this the right time?
- How long will it take?
- When do I need to be finished?
- When am I going to work on this goal?

	<ul style="list-style-type: none"> • What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints? 	
	<ul style="list-style-type: none"> • How will I measure my progress? • How will I know when the goal is accomplished? 	
	<ul style="list-style-type: none"> • How can the goal be accomplished? • What are the logical steps I should take? • Is this in line with my long term objectives? 	
	<ul style="list-style-type: none"> • Do I have the necessary resources to accomplish this goal? • What resources do I need to accomplish my goal? 	
	<ul style="list-style-type: none"> • Is this the right time? • How long will it take? • When do I need to be finished? • When am I going to work on this goal? 	