SMART GOALS

s

<u>Specific</u>: State exactly what you want to accomplish (Who, What, Where, Why)

M

 Measurable: How will you demonstrate and evaluate the extent to which the goal has been met?

Δ

 Achievable: stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?

R

 Relevant: How does the goal tie into your key responsibilities? How is it aligned to objectives?

Т

 <u>Time-bound</u>: Set 1 or more target dates, the "by when" to guide your goal to successful and timely completion (include deadlines, dates and frequency)