**GOAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **S** | **Specific** | * What do I want to accomplish? * Why do I want to accomplish this? * What are the requirements/constraints? |  |
| **M** | **Measurable** | * How will I measure my progress? * How will I know when my goal is accomplished? |  |
| **A** | **Achievable** | * How can the goal be accomplished? * What are the logical steps I should take? |  |
| **R** | **Relevant** | * Is this a worthwhile goal? * Is it in line with my long term career goals? * Do I have the resources to complete this goal? |  |
| **T** | **Time-bound** | * How long will it take to accomplish this goal? * When will I complete it by? |  |