

S.M.A.R.T. Goals



Specific

Clearly define what you want to achieve, and answer the questions “what”, “how”, and “why”



Measurable

Have an objective way to measure your progress, such as a deadline, number, or percentage change



Attainable

Ensure your goal is within your capabilities and you believe you can achieve it



Relevant

Make sure your goal matters to you and aligns with your other goals



Time-bound

Set a specific deadline or timeframe for completion