

S.M.A.R.T. GOALS

S.M.A.R.T. goals are a helpful tool that can assist you in determining if your objectives are achievable and in setting deadlines for their accomplishment.

When composing SMART goals, it is essential to use clear and concise language while also including all pertinent information. These objectives are designed to aid you in achieving success; therefore, when responding to the questions, maintain a positive frame of mind.

S Specific	What exactly will you accomplish?
M Measurable	How will you know when you have reached this goal?
A Attainable	What will I do to achieve this goal? How will I accomplish this goal?
R Relevant	Why is this goal significant to your life, personally or professionally?
T Time-Bound	What is your due date for this goal and is it realistic?