

Set SMART Goals



pecific

State in one sentence: what you will accomplish, why you want to accomplish it, and how you will accomplish it.



asurable

Define specific criteria so that you can track your progress and check goals off your list when complete.



chievable

Know what steps must be taken and whether or not they are achievable.



ealistic

Make goals that you can reasonably expect to complete. Also make sure it is the right time to complete your goal.



imely

Set a time frame for when the goal will be achieved.