



<b>Initial Goal</b>	<i>My goal is to:</i>
<b>SPECIFIC</b>	<b><i>Make your goal detailed and SPECIFIC. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?</i></b>
<b>MEASURABLE</b>	<b><i>Make your goal MEASUREABLE. Add measurements and tracking details. I will measure/track my goal by using the following numbers, methods, or benchmarks:</i></b>  <i>I will know I have reached my goal when:</i>
<b>ACHIEVABLE</b>	<b><i>Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?</i></b>
<b>RELEVANT</b>	<b><i>Why am I setting this goal now? Is it aligned with overall objectives? How does it relate to my values?</i></b>
<b>TIME-BOUND</b>	<b><i>Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.</i></b>  <i>I will reach my goal by (date): _____</i> <i>My halfway benchmark will be _____ on (date): _____.</i>
<b>SMART Goal</b>	<b><i>Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.</i></b>