SMART GOALS

SMART goals are clear and easily understood. What is it you want to achieve?

S = Specific
What is to be achieved - by whom, where, and when is it to be achieved – who/what/why/where?

M = Measurable
It answers the question of quantity – how much, how often, how many?

A = Attainable
Ensure that the goal is achievable.

R = Results Focused; Reasonable
Relevant to what you want to achieve in the short term and long term.

T = Time Based
Ensure that you put in a timeframe; Work to a deadline – when.