

S M A R T 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**.