**GOAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **S** | **Specific** | * What do I want to accomplish?
* Why do I want to accomplish this?
* What are the requirements/constraints?
 |  |
| **M** | **Measurable** | * How will I measure my progress?
* How will I know when my goal is accomplished?
 |  |
| **A** | **Achievable** | * How can the goal be accomplished?
* What are the logical steps I should take?
 |  |
| **R** | **Relevant** | * Is this a worthwhile goal?
* Is it in line with my long term career goals?
* Do I have the resources to complete this goal?
 |  |
| **T** | **Time-bound** | * How long will it take to accomplish this goal?
* When will I complete it by?
 |  |