SMART Goals Guide	
Specific	<ul> <li>What exactly needs to be accomplished?</li> <li>Who else will be involved?</li> <li>Where will this take place?</li> <li>Why do I want to accomplish the goal?</li> </ul>
<b>M</b> easurable	» How will I know I've succeeded?     » How much change needs to occur?     » How many accomplishments or actions will it take?
Attainable	Do I have, or can I get, the resources needed to achieve the goal?  Is the goal a reasonable stretch for me? (neither out of reach nor too easy)  Are the actions I plan to take likely to bring success?
Relevant	<ul> <li>Is this a worthwhile goal for me right now?</li> <li>Is it meaningful to me—or just something others think I should do?</li> <li>Would it delay or prevent me from achieving a more important goal?</li> <li>Am I willing to commit to achieving this goal?</li> </ul>
Time-bound	<ul> <li>What is the deadline for reaching the goal?</li> <li>When do I need to take action?</li> <li>What can I do today?</li> </ul>