## GOAL:

<table>
<thead>
<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Relevant</th>
<th>Time-Bound</th>
</tr>
</thead>
</table>
| • What do I want to accomplish?  
• Why do I want to accomplish this?  
• What are the requirements?  
• What are the constraints? | • How will I measure my progress?  
• How will I know when the goal is accomplished? | • How can the goal be accomplished?  
• What are the logical steps I should take? | • Is this a worthwhile goal?  
• Is this the right time?  
• Do I have the necessary resources to accomplish this goal?  
• Is this goal in line with my long term objectives? | • How long will it take to accomplish this goal?  
• When is the completion of this goal due?  
• When am I going to work on this goal? |

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