

SMART GOALS

When setting goals, make sure it follows the SMART structure. Use the information below to create your goals.

S	<u>SPECIFIC</u> <ul style="list-style-type: none">• What are you trying to accomplish?• Who will be involved?• Why do you want to set this goal?	
M	<u>MEASURABLE</u> <ul style="list-style-type: none">• Make sure you know when you have met your goal.• Ensure there is a way to measure success.	
A	<u>ACHIEVABLE</u> <ul style="list-style-type: none">• How realistic is it to achieve my goal?• What skills do I have to achieve this goal?• Set mini goals along the way to keep you on track.	
R	<u>RELEVANT</u> <ul style="list-style-type: none">• Why is this goal important?• What areas of my life or business does this goal relate to?	
T	<u>TIME BOUND</u> <ul style="list-style-type: none">• Set a deadline.• Track your progress.• Try your best to stay on track.	