

<u>Specific</u>	What do I want to accomplish? What are the requirements? What are the constraints?
<u>Measurable</u>	How will I measure my progress? How will I know my goal has been reached?
<u>Achievable</u>	How can my goal be accomplished? Is there a habit involved that I should create or change? What are the logical steps I should take?
<u>Relevant</u>	Is this a worthwhile goal? Is it the right time for me? Do I have the resources to accomplish this goal? Is this goal in line with my long-term objectives?
<u>Time-Bound</u>	How long might it take to see progress? When am I going to work on this goal?