

# SMART GOALS ARE

## **Specific**

A specific goal should clearly state what you want to accomplish, why it is an important goal, and how you intend to accomplish the goal.

## **Measurable**

A measurable goal should include and milestones that you can use to make sure you're moving in the right direction.

## **Attainable**

An attainable goal is realistic and includes objectives that breaks the goal down into smaller, manageable action steps that use the time and resources available to you within the established timeline.

## **Relevant**

A relevant goal should make sense in the context of the situation or issue that is being addressed.

## **Time-based**

A time-based goal is limited by a defined period of time and includes a specific timeline for each step of the process.