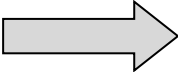
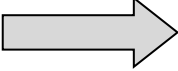
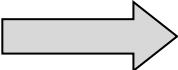
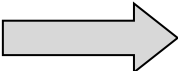
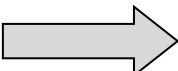


Smart Goals

S pecific	
	<ul style="list-style-type: none"> • Define your goal. • What do you want to accomplish? (Who, What, Where, Why?) • Do others understand it?
M easurable	
	<ul style="list-style-type: none"> • Can you track the progress and measure the outcome? • How much, how many, how will I know when my goal is accomplished? • Support your number with the facts.
A ttainable/Achievable	
	<ul style="list-style-type: none"> • Is the goal reasonable enough to be accomplished? How so? • Who is involved? • Make sure the goal is not out of reach or below standard performance.
R ealistic/Relevant	
	<ul style="list-style-type: none"> • Is the goal worthwhile and will it meet your needs? • How does it fit into your key responsibilities? • What are some of the obstacles? • How will you overcome them?
T ime-Based	
	<ul style="list-style-type: none"> • Set a target date. Include a time limit. I will complete my goal/responsibility by..... • Draft a schedule and a timeline. • It will establish a sense of urgency and prompt you to have better time management.