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| **1.Specific.** What will the goal accomplish? How and why will it be accomplished?  |
| **2. Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?  |
| **3. Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?  |
| **4. Results-focused.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?  |
| **5. Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?  |