



## Specific

### Consider:

- What will be accomplished?
- What actions will be taken?

### Tips:

- Set real numbers with deadlines.
- Who, What, When, Where, Why, and Which?

## Measurable

### Consider:

- What data will measure the goal?
- Establish criteria for measuring progress.

### Tip:

- Incorporate measurable, trackable milestones.

## Achievable

### Consider:

- Is the goal doable?
- Are the necessary skills and resources available?

### Tip:

- Set realistic expectations.

## Relevant

### Consider:

- How does the goal align with broader goals?
- Why is the result important?

### Tip:

- Consider the big picture.

## Time-bound

### Consider:

- What is the time frame for accomplishing the goal?

### Tip:

- Ensure stakeholders are on the same page.