



S – Specific – Exactly what do you plan to accomplish. Where will you do it? Why do you want to do it?

■ – Measurable – How will you track your progress? How will you know when you've reached your goal?

A – Actionable or Attainable How are you going to accomplish this? Is it within reach?

Relevant – Is this goal worthwhile? Will it meet your needs? Does it fit with your other goals?

T – Timely – What is the time limit? Can you accomplish this goal in the time frame that you are setting?

Goal #1:			
Goal #2:			
Goal #3:			

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January 2019



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