

how to write **SMART** goals



S

SPECIFIC

Who and what does this goal target?

Be clear and detailed with the description.

M

MEASURABLE

How will you measure this goal?

What quantifiable evidence can be used to measure it?

A

ATTAINABLE

Is this goal achievable?

Make the goal challenging but within your ability to reach.

R

RELEVANT

Does it align with your values?

Set goals that are meaningful and consistent with your beliefs and objectives.

T

TIME-BASED

When will you reach your goal?

Choose a timeframe in which your goal should be achieved.

My Write Smart Journeys

Albert A Gayle



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