GOAL:

(H)	Specific	 What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints? 	
	Measurable	How will I measure my progress? How will I know when the goal is accomplished?	
	Achievable	 How can the goal be accomplished? What are the logical steps I should take? 	
	Relevant	 Is this a worthwhile goal? Is this the right time? Do I have the necessary resources to accomplish this goal? Is this goal in line with my long term objectives? 	
T	Time-Bound	 How long will it take to accomplish this goal? When is the completion of this goal due? When am I going to work on this goal? 	