**Please Set Three SMART Goals**

**Specific** – Devise strategies that are straightforward and emphasize what you want to happen with specific details that provide clarity. Strong action words like *lead, direct, plan, coordinate*, etc., focus efforts on what is to be accomplished. Specific goal statements will answer the WHO?, WHAT?, and WHY? involved.

**Measurable** – Establish concrete criteria for measuring progress toward the attainment of each goal you set. Determine a metric by which you can track your efforts, set target dates, and share routine updates. Measurable goal statements answer the question HOW? or HOW MUCH?.

**Attainable** – Set goals that are challenging but reasonable according to a practical, detailed plan. Goals that have the best chance of achievement are those created with buy-in from all parties involved and consider the positive outcomes of accomplishment.

**Realistic** – Find an objective toward which you are both willing and able to work and do not be afraid to set the bar high. Remember that realistic goals should be set in context of what is relevant to your current situation, given the resources, skills, and time available.

**Time-Bound** – Ground goals within a time frame to guide progress and ensure routine evaluation en route to the target. Timely goals are more readily attained with a definite end date and answer the question WHEN?.

**Goal 1:**

How to reach this Goal:

Timeframe:

I will know I’ve met this goal when:

**Goal 2:**

How to reach this Goal:

Timeframe:

I will know I’ve met this goal when:

**Goal 3:**

How to reach this Goal:

Timeframe:

I will know I’ve met this goal when: