

## SMART GOAL

**S**

Specific

What exactly is the goal?

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**M**

Measurable

How are you going to measure your progress and results?

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**A**

Actionable

How are you going to achieve your goal? What are the actionable steps?

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**R**

Relevant

Why do you want to achieve this goal? How is it going to help you?

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**T**

Timely

How long is this going to take? What is the deadline to complete this goal?

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