

**Goal:**

**S**  
specific

What specifically am I trying to achieve?

**M**  
measureable

How will I measure success?

**A**  
attainable

What steps do I need to take to attain the goal?

**R**  
relevant

Is this relevant for my long-term objectives? Is this the right time?

**T**  
time-bound

What is the time frame for the goal?