**SMART GOALS Categories**

**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?

**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?