

## The SMART way to achieve YOUR GOALS

When working on goals be sure to capture them by writing them down.

Goals can include personal as well as professional goals. To be the most effective, you need to meet SMART goal criteria.

**Specific:** What is to be accomplished? Is it clearly defined?

**Measurable:** How will attainment or success of the goal be measured?

**Action-Oriented:** Is the goal attainable? How will it prepare or change your future?

**Realistic:** Does it make sense, given your current circumstances and resource?

**Timely:** Is it appropriate to your needs and is there sufficient time available to reach the goal?