GOAL:

Well defined and clear on what needs to be accomplished.

What outcomes do you need to see in order to consider the goal accomplished?

Specific

Goals that enable you to evaluate whether or not the goal was achieved

How will you decide whether the goal was achieved?

Measurable

Realistic about what is possible given the availability of resources How likely is it that you can accomplish this goal?

Attainable

Important to your organization and will make an impact on achieving larger objectives

Does it make a difference to your overall objectives if this goal is met?

Relevant

Lock into a specific time frame and specify when they need to be completed by

What is the timeline for achieving this goal?

Time-Bound







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