SETTING PERSONALGOALS

**Ask yourself the following questions when establishing goals**

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 goals?

Time-Sensitive: 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?

**Use the table below to make notes as you answer the questions**

|  |  |
| --- | --- |
| Specific |  |
| Measurable |  |
| Achievable |  |
| Relevant |  |
| Time-Sensitive |  |

**Establish your goal**

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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