

# SMARTER GOALS

**S**

## **specific**

The goal is clear and specific, with a well-defined outcome.

**M**

## **measurable**

Progress is able to be quantifiably tracked and assessed.

**A**

## **achievable**

The outcome should be realistic and achievable considering time, resources and skills.

**R**

## **relevant**

The goal is meaningful and helpful in some way.

**T**

## **time bound**

The goal has a specific deadline for completion.

**E**

## **evaluated**

Progress should be regularly checked, and improvements made.

**R**

## **reviewed**

The end goal and progress is regularly reviewed to ensure it is still relevant.