Goal:

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| **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? |  |