

<p><b>Aim</b></p>	
<p><b>Specific goal</b></p> <p>What are you going to achieve? What are the steps?</p>	
<p><b>Measurable</b></p> <p>How will you know when you have achieved this goal?</p> <p>How will others know?</p>	
<p><b>Achievable</b></p> <p>What is needed to achieve this goal? Skills – knowledge – resources.</p> <p>Who else is needed to help you achieve your goal?</p>	
<p><b>Relevant</b></p> <p>How does your goal relate to a strategic plan?</p>	
<p><b>Timescale</b></p> <p>When do you plan to implement this goal?</p>	