

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