

S.M.A.R.T ACTION PLAN

Goal

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S - How is it Specific?	
M - How is it Measurable?	
A - How is it Attainable?	
R - How is it Relevant?	
T - How is it Time-bound?	
Who is responsible for the goal?	

Action steps to undertake the goal.

Step #1	
Step #2	
Step #3	
Step #4	
Step #5	
Goal Completed? (Yes/No)	