

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