

BE SMART

Specific-- State your intention. All of your goals should begin with "I will."

Measurable-- In order to evaluate how you are doing, you need some measure of your success.

Attainable-- Goals can't be so challenging that they are impossible to meet. The result of setting an unattainable goal is that you are likely to feel without a sense of accomplishment.

Rewarding-- This feeling is important, as it confirms that your goal is worth achieving. Set priorities to your goals, so you focus on what is most important to you.

Timely-- Choose a reasonable timeframe for the achievement of your goals. Goals are frequently classified in terms of how long it will take to accomplish: Short-term;
Long-term.

By _____ I will be able
to, _____

