### GOAL:

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</table>
| **Specific** | • What do I want to accomplish?  
  • Why do I want to accomplish this?  
  • What are the requirements?  
  • What are the constraints?  | | | |
| **Measurable** | • How will I measure my progress?  
  • How will I know when the goal is accomplished? | | | |
| **Achievable** | • How can the goal be accomplished?  
  • What are the logical steps I should take? | | | |
| **Relevant** | • Is this a worthwhile goal?  
  • Is this the right time?  
  • Do I have the necessary resources to accomplish this goal?  
  • Is this goal in line with my long term objectives? | | | |
| **Time-Bound** | • How long will it take to accomplish this goal?  
  • When is the completion of this goal due?  
  • When am I going to work on this goal? | | | |