

GOAL:

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Specific	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What are the constraints?	
Measurable	<ul style="list-style-type: none">• How will I measure my progress?• How will I know when the goal is accomplished?	
Achievable	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
Relevant	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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?	

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