



SMART GOALS

To be MOST effective, goals should be tangible, specific, realistic and have a time targeted for completion. Use the SMART approach. Are the goals:

- **Specific - Use the 4 W's rule:**
 - **What is expected to change or happen?**
 - **What/how much change is expected?**
 - **Where will the change occur?**
 - **When will the change occur?**
- **Measurable**
- **Achievable and ambitious**
- **Relevant and realistic**
- **Time-bound**