

Questions to help you develop your goal into a SMART Goal...	
Specific	<p>What is your goal in one sentence? What do you want to do or accomplish? Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.</p>
	Answer:
Measurable	<p>How will you know you've met your goal? How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?</p>
	Answer:
Achievable	<p>What actions must you take to complete this goal? Will you require the help of others? What factors may prevent you from accomplishing your goal?</p>
	Answer:
Relevant	<p>Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add? Will this goal accomplish a departmental goal or a personal/professional development goal?</p>
	Answer:
Time-bound	<p>When will you reach your goal? Is there a specific date this needs to be completed? Is there a minimum required length of time this will take to complete? At minimum, choose a month or semester by which to complete your goal. <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i></p>
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	Put together your goal sentence using the formula on page 3 and your answers above:

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