**Specific** (What, exactly, in detail, do you want to achieve?)

**Measurable** (How will you know when you've reached your goal? Quantify it!)

**Achievable** (What resources are needed - do you have them... including time?)

**Realistic and Relevant** (What's the outcome - the change - you're expecting?)

**Timed** (Break it into steps. When will each step be completed?)