

## Smart Goal Setting

Step	Name	Description	Goal	Criteria Met?
1	<b>S</b> pecific	Which, what, who, where, when, why		
2	<b>M</b> easurable	How much or how many		
3	<b>A</b> ction oriented	Describe the result		
4	<b>R</b> ealistic and Relevant	Realistic and relevant to the individuals, the organization, stakeholders?		
5	<b>T</b> ime based	By when		