

**Define phase: set SMART goals**

<b>S</b>	Specific	What will be accomplished? What actions will you take?	
<b>M</b>	Measurable	What data will measure the goal?	
<b>A</b>	Achievable	Is the goal realistic? Do you have the necessary skills, time, and resources?	
<b>R</b>	Relevant	How does the goal align with broader goals? Why is the result important?	
<b>T</b>	Time-bound	What is the time frame for accomplishing the goal?	