

S	Your goals should be SPECIFIC . Include dates, resources, and dollar amounts you'll need to accomplish them.
M	They should be MEASURABLE by the date, dollar, or other appropriate unit. They should also be MUTUAL . (Goals that you share with others will be easier to achieve.) And, it's best to define strategies by staying MOTIVATED towards your goals.
A	Your goals should be ATTAINABLE for your situation. You might even be able to complete part of your goal right now.
R	If your goals are REALISTIC and RELEVANT to your life, they'll be easier to achieve. Identify the RESOURCES you'll need to reach them, and REVIEW and REVISE them when necessary.
T	You'll need a specific TIMELINE to accomplish your goals. Since there's never enough time to complete all your goals immediately, you'll need to prioritize them.