

	Keyword	Important Questions	Take Notes Here
	Specific	<p>What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints? Answer the who, what, where, when, why</p>	
	Measurable	<p>How will I measure my progress? How will I know when the goal is accomplished?</p>	
	Attainable	<p>How can the goal be accomplished? What are the logical steps I should take?</p>	
	Relevant	<p>Is this a worthwhile goal? Is this the right time? Do I have the necessary resources to accomplish this goal? Is this goal in line with my long term objectives?</p>	
	Time bound	<p>How long will it take to accomplish this goal? When is the completion of this goal due? When am I going to work on this goal?</p>	