**SMART GOALS TEMPLATE**

SMART Goals are crucial to setting, managing, and achieving our objectives, whether in business or personal life. They provide a clear path with concrete steps to follow. By being Specific, Measurable, Achievable, Realistic, and Time-bound, they help to prevent vague or abstract goals, and instead encourage us to develop well-defined objectives that we can work towards in a structured way.

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| **Goal Component** | **Questions** |
| **Specific** | What exactly do I want to achieve? Why? Who is involved? Where is it located? |
| **Measurable** | How much? How many? How will I know when it is accomplished? |
| **Achievable** | How can I accomplish this goal? What are the logical steps I should take? |
| **Realistic** | Given the resources and constraints, can I realistically achieve this goal? |
| **Time-bound** | When? What can I do six months from now? What can I do six weeks from now? What can I do today? |