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| Initial Goal | Write your goal here. |
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| S  Specific | Your goal should be well defined, detailed and clear. |
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| M  Measurable | Is your goal measurable? You should be able to tell when you reach your goal. |
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| A  Achievable | Can you reach the goal, taking into account your available time, skills, and financial status? |
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| R  Relevant | Is the expected result relevant to my current priorities and long-term aspirations? Does this goal support my personal aspirations or the strategic objectives of the organization? |
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| T  Time-Bound | Set a start and finish date for your goal. |
| Start Date: Finish Date |
| SMART  Goal | Revise your goal based on the answers to the questions above. |
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