

State exactly what you want to accomplish: **Who, what, where, why**.

For example: to be able to run a mile in 12 minutes Rather than: you would like to improve your fitness level

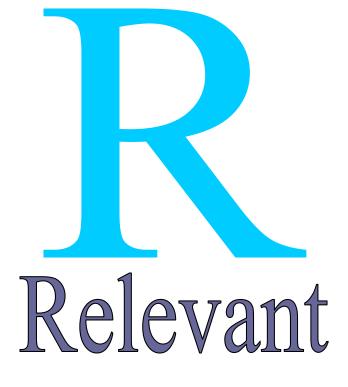


How will you demonstrate and **evaluate** the extent to which the goal has been met?

**For example:** Will you measure your percent body fat and body weight or go by pants size? Attainable Should be something you can feasibly attain. Should not be too easy or too difficult. Is it reasonable?

**For example:** I will train and complete the 5k marathon in March.

**Rather than:** I will run everyday and win the marathon



Are they aligned with current tasks and related to your interests and abilities?

For example: Wanting to lose weight by swimming when you don't know how to swim, or running outside when your neighborhood is dangerous.

## Time-Bound

Time frame with target dates; the "by when." Should include deadlines, dates, and frequency.

**For example**: I will lose 15 lbs by September 1st. Or, I will lift weights 3 days a week for 30 minutes a day.