

<b>S</b>	<ul style="list-style-type: none"> <li>✘ Simple</li> <li>✘ Specific</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>✘ Meaningful to you - what would happen if you've achieved this goal?</li> <li>✘ Measurable - how will you know that you've achieved it?</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>✘ Actionable - write 3 steps you need to take to achieve it</li> </ul>
<b>R</b>	<ul style="list-style-type: none"> <li>✘ Realistic - make it a stretch, but not impossible</li> <li>✘ Right for you?</li> <li>✘ Responsible i.e. in line with your values and appreciative of others</li> </ul>
<b>T</b>	<ul style="list-style-type: none"> <li>✘ Timed - has a clear time frame by when you will achieve it</li> </ul>

E.g. "I want to a new career" is a very vague, non defined goal but if you say "I want to transition from doing "x" to doing "y" by the end of the year xxxx" is much more specific. It's simple, it shows exactly what you want to do by when and you can easily brainstorm a list of action steps depending of your situation.

State your goals as in a positive language say what you want and not what you don't want to happen. Use the present tense and clearly specify what you will be seeing, feeling, hearing when you achieve your goal. And finally, what is your reward for achieving this goal? Are you excited about your goal so much that you can't wait to start? Wonderful! Get going!