

First, consider what you want to achieve, then commit to it. Set SMART goals to motivate you writing them down makes it feel tangible. Then plan the step to make your goal reality.

<p>S SPECIFIC</p>	<ul style="list-style-type: none"> • What do I want to accomplish and why? • What are the requirements? • What are the constraints? 	
<p>M MEASURABLE</p>	<ul style="list-style-type: none"> • How will I measure my progress? 	
<p>A ACHIEVABLE</p>	<ul style="list-style-type: none"> • How can I accomplish the goal? • What steps are needed to accomplish the goal? 	
<p>R RELEVANT</p>	<ul style="list-style-type: none"> • How can I accomplish the goal? • What steps are needed to accomplish the goal? 	
<p>T TIME- BOUND</p>	<ul style="list-style-type: none"> • How long will it take to complete this goal? • When am I going to work on this goal? • What is the due date for completion? 	