

5 Elements of a Useful Goal

- **SPECIFIC:** Describes what you want to accomplish with as much detail as possible.
- **MEASURABLE:** Describes your goal in terms that can clearly be evaluated.
- **CHALLENGING:** Takes energy and discipline to accomplish.
- **REALISTIC:** A goal you know you are actually capable of obtaining.
- **STATED COMPLETION DATE:** Goals that break longer term goals into shorter pieces and clearly specify target completion dates.