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| **Goal** | **Explanation** | **Answer** |
| Specific | What is your goal? How will you achieve it? What are your success criteria? |  |
| Measurable | How will you measure your progress? How will you know when you have met your goal? |  |
| Achievable | Do you have the skills required to achieve the goal? If not, can you obtain them? |  |
| Relevant | What is your motivation for your goal? Is it aligned with your greater career objectives? |  |
| Time-Bound | What is your timeline? Is it realistic? |  |