



<p><b>W</b> Write down the goal, specifically, and say how you'll feel and what will happen when you're done</p>		
<p><b>O</b> Outline the steps to achieving the goal</p>		
		
<p><b>O</b> Obstacles that could be in the way, and how you can overcome them</p>	<p>Obstacle:</p>	<p>Ways to overcome:</p>
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<p><b>T</b> Time frame that you'll complete it in</p>		

<p><b>S</b>  <b>Specific:</b>                  Describe your goal in a very clear, precise way. What, Why, Who, Where and Which?</p>	
<p><b>M</b>  <b>Measurable:</b>                  How much, How many, and how will you know when you've achieved the goal? How will you measure progress?</p>	
<p><b>A</b>  <b>Actionable:</b>                  What are the steps you'll need to take?</p>	
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<p><b>R</b>  <b>Relevant/Realistic:</b>                  Does this goal fit in with my other goals? Is it the right time? Is it the right goal for me?</p>	
<p><b>T:</b>  <b>Time:</b>                  When will you complete, and when will you check in on your progress?</p>	