

BE THE BOSS

Set goals to drive you forward

Your success in business will depend on your ability to set and achieve goals that will help you achieve small wins that will ultimately build up into big wins.

Having an action plan with dates, goals, achievements, rewards will help you figure out not just what you want to do, but whether or not you're making progress by reaching those goals.

S	Specific	<i>What do I want to accomplish? Why do I want to accomplish this? What are the requirements? What are the constraints?</i>	
M	Measurable	<i>How will I measure my progress? How will I know when the goal is accomplished?</i>	
A	Achievable	<i>How can the goal be accomplished? What are the logical steps I should take? Does this goal feel realistic to you, or is this a stretch goal?</i>	
R	Relevant	<i>Is this a worthwhile goal? Is this the right time? Do I have the necessary resources to accomplish this goal? Is this goal in line with my long term objectives?</i>	
T	Time-Bound	<i>How long will it take to accomplish this goal? When is the completion of this goal due? When am I going to work on this goal?</i>	