

Goal	Explanation	Answer
Specific	<ul style="list-style-type: none"> • What is the goal? • How will this goal be achieved? • Who is responsible for achieving this goal? • What are the success criteria for this goal? 	
Measurable	<ul style="list-style-type: none"> • Is it possible to measure this goal quantitatively? • What tools or methods will be used to measure the success or failure of the goal? 	
Attainable	<ul style="list-style-type: none"> • Is there any historical data to support the feasibility of this goal? 	
Relevant	<ul style="list-style-type: none"> • Why is this goal beneficial for your organization? • What is the priority level of this goal? 	
Time-bound	<ul style="list-style-type: none"> • What is the deadline for the completion of the goals? 	