

Goal

Importance Urgency Action Completed

Goal	Importance	Urgency	Action	Completed

S.M.A.R.T	Description	Key Question
Specific	Goals should be clear and specific, so you know exactly what you're aiming for.	What exactly do I want to accomplish?
Measurable	Goals should be measurable so that you can track your progress.	How will I know when it is accomplished?
Achievable	Goals should be realistic and attainable to be successful.	How can the goal be accomplished?
Relevant	Goals should be relevant to the direction you want your life and career to go.	Does this seem worthwhile?
Time-bound	Goals need a deadline so you have a sense of urgency to complete them.	When can I accomplish this goal?

Impt	Urg	Act
I	U	Do
I	NU	Delay
NI	U	Delegate
NI	NU	Delete