

**S**

- **Specific**
  - Target a specific area for improvement.

**M**

- **Measurable**
  - Quantify or at least suggest an indicator for improvement.

**A**

- **Achievable**
  - Agree and specify who will be doing it.

**R**

- **Realistic**
  - What results can realistically be achieved, given available resources.

**T**

- **Time bound**
  - Specify when the result(s) can be achieved.