

S

- **Specific**
  - Should provide a precise outcome or accomplishment.

M

- **Measurable**
  - Includes indicators to measure the degree of achievement

A

- **Attainable**
  - Must be realistic
  - Should be challenging, yet within reach.

R

- **Relevant**
  - Relevant to the overall goals of the department / division / university

T

- **Time-Based**
  - Set within a timeframe with a specific target date. By when?