AFA Commitments to Progress on Projects/Goals

**GOAL:**

| **S**pecific | • What do I want to accomplish?  
• Why do I want to accomplish this?  
• What are the requirements?  
• What are the constraints? |
| **M**easurable | • How will I measure my progress?  
• How will I know when the goal is accomplished? |
| **A**chievable | • How can the goal be accomplished?  
• What are the logical steps I should take? |
| **R**elative | • 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? |
| **T**ime-Bound | • 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? |