

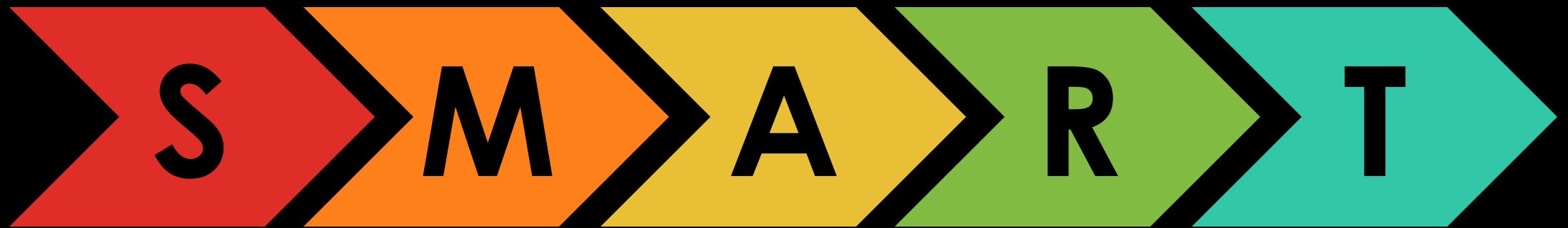
Specific

Measureable

Achievable/
Attainable

Realistic

Time bound

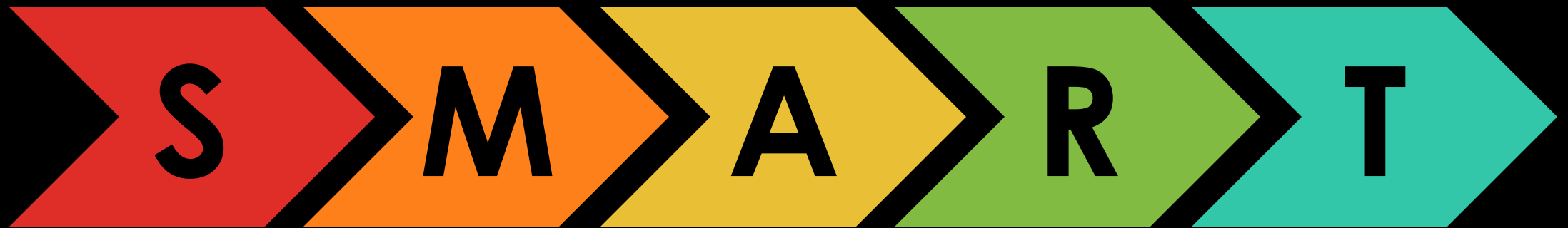


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Set yourself up for success by choosing something that is **achievable**.

Set a **relevant** goal that is meaningful and aligned with your overall objectives.

Set a **time-bound** goal with a clear deadline to create a sense of urgency.



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Be **realistic** when choosing your goal. Think about how it will affect your day-to-day life.



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Be aggressive and realistic when setting your end **time** or date. Knowing there's an end in sight will help you focus and push yourself.

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- What do you want to achieve this year?

- Update HIPAA NEO

- Lose Weight

- Explain exactly what you want to accomplish.

- Review HIPAA policy and include updates in presentation. Make it interactive.

- Lose 15 lbs.

- How will you be able to measure progress?

- Collect new policies
- Compare policy w/ slide deck

- 4 glasses of water
- 45min. Exercise 3x wk

- Is this attainable?

- Yes. Policy was recently updated

- Yes. I have done this in the past

- Is it realistic?

- Yes. This can be completed by Sept.30

- Yes. I have the time in my schedule

- When do you want to accomplish this?

- September 30, 2021

- 4 months

NAME

- Mark

GOAL

- Update HIPAA

FINISH BY

- Sept. 30, 2021