**Planning**

<https://www.youtube.com/watch?v=vmWwOz0vxI8>

<https://www.youtube.com/watch?v=PCRSVRD2EAk>

**Planning**= creating a roadmap for completing a task or goal.

Planning involves determining a task or goal and then making the steps to get there.

**SMART Goals:**

**S**pecific – What do you want to accomplish?

**M**easurable – How long will it take to meet the goal?

**A**ttainable or Achievable - What steps will you take to achieve goal?

**R**elevant – Why is this important to you?

**T**ime bound – What is the time frame that you would like to achieve this goal?