

Task/Goal you are choosing to tackle:

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<p>Specifics about goal <u>Consider:</u> What exactly what you plan to accomplish? Who will benefit from your goal and why? Why is your goal important? If your goal is accomplished what will happen?</p>	
<p>Measuring your goal <u>Consider:</u> How will you be able to determine whether or not you meet your goal? How will you measure progress?</p>	

Achievable

Consider: What steps are needed to achieve your goal? What resources (people, places, things, etc.) do you need to achieve your goal? How much work is needed to be successful?

Realistic

What knowledge, skills, and abilities are needed to reach this goal? Is there anyone or anything you need to bring to the table to be successful?

Time-bound

What dates can you set to measure the progress of your goal (milestones/deadlines)?

Dig Deeper:

- 1) List all the steps you will need to take in order to accomplish your goal (be very specific).
- 2) After you have a list, identify a date next to each item on the list (it may be a due date or a date when an action is occurring).
- 3) Based on your list of actions and dates, identify when it would be productive to have team meetings for your goal.

Goal:			
Action Step	Resources needed for the action step	Person responsible for action step	Completion date for action step

