



# SMART GOALS FORM

**Instructions:**

1. Identify 1-2 SMART (Specific, Measureable, Attainable, Relevant and Time-Bound) goals.
2. Indicate 1-2 specific performance measures that will be impacted as a result of implementing each goal. It could be as simple as measuring whether or not the action was completed, or a list of the related survey item(s) that you will use to measure improvement in the 2018 survey.
3. Clarify your goal, write down all action steps needed to achieve it, and organize your list into a detailed plan.

<b>SMART Goal #1 (must be Specific, Measureable, Attainable, Relevant and Time-Bound)</b>	<b>Date Due to CEx</b>
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<b>SMART Goal #1 Performance Measure (how will you track progress toward the goal?)</b>	<b>2017 Target</b>	<b>2018 Target</b>
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<b>SMART Goal #1 Action Plan</b>					
<b>Action Step/Task:</b> <i>What steps will you take? How will this help achieve the SMART goal?</i>	<b>Person(s) Responsible:</b> <i>Who will do the work?</i>	<b>Evidence of Completion:</b> <i>How will you know the step is completed? List supporting evidence or communication.</i>	<b>Status:</b> <i>What is the current status of task? Include relevant notes.</i>	<b>Target Date to Complete:</b> <i>When will the work be completed?</i>	<b>Actual Date Completed:</b> <i>When was the task completed?</i>
1.					
2.					
3.					
4.					



## SMART GOALS FORM

<b>SMART Goal #2 (must be Specific, Measureable, Attainable, Relevant and Time-Bound)</b>	<b>Date Due to CEx</b>
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<b>SMART Goal #2 Performance Measure (how will you track progress toward the goal?)</b>	<b>2017 Target</b>	<b>2018 Target</b>

<b>SMART Goal #2 Action Plan</b>					
<b>Action Step/Task:</b> <i>What steps will you take? How will this help achieve the SMART goal? List as many as needed to complete goal.</i>	<b>Person(s) Responsible:</b> <i>Who will accomplish the work?</i>	<b>Evidence of Completion:</b> <i>How will you know the step is completed? List supporting evidence or communication.</i>	<b>Status:</b> <i>What is the current status of task? Include relevant notes.</i>	<b>Target Date to Complete:</b> <i>When will the work be completed?</i>	<b>Actual Date Completed:</b> <i>When was the task completed?</i>
1.					
2.					
3.					
4.					
5.					