Staff and supervisors can use this template during the a) workplanning meeting; b) while drafting the goal; and c) when it is being reviewed for approval. The more questions and edits that arise as a result of this document signals that expectations have been clearly articulated and understood.

**Initial Goal** *(Write the goal you have in mind.)*

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1. **Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this?)*

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2. **Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*

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3. **Achievable** *(Do you have the skills, resources, time, etc. that is required to achieve the goal?)*

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4. **Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*

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5. **Time-bound** *(What’s the deadline and is it realistic?)*

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6. **Related Actions** *(what steps do I need to do in order to accomplish the goal?)*

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7. **Success Criteria** *(What will this goal look like once it’s successful?)*

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**PRO TIP:** If you need more space than is provided on this worksheet, then the goal is probably too long.