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| Goal:Goals should be SMART: Specific, Measurable, Action Oriented, Realistic and Time Limited |
| **Action Plan:** (steps/procedures/assignments) | **Deadlines:** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Success Indicators/Sub-Goal Attainment: |
| Obstacles/Constraints: |
| Costs (dollars, personnel time, etc.): |
| Next Step If Goal Is Not Achieved |
| Signature 1: (person accountable for goal attainment) | Date |
| Signature 2: (coach, mentor, buddy or supervisor of the person accountable for goal) | Date |

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| Goal:State the goal statement so that it meets the SMART goals. Goals should be SMART: Specific, Measurable, Action Oriented, Realistic and Time Limited |
| **Action Plan:** (steps/procedures/assignments) | **Deadlines:** |
| 1. |  |
| 2.Identify distinguishable steps necessary to achieve the goal. Remember to describe them in specific and behavioral terms. That way, it will be easy to see if the step is completed Deadline should be specific. If others are accountable, indicate so. .  |  |
| 3. |  |
| 4.What will it look like when the goal achievement is close? Knowing this will keep motivation high. |  |
| 5. |  |
| Success Indicators/Sub-Goal Attainment:Identifying and planning for obstacles, constraints and needed resources at the outset makes goal attainment more likely.Identifying obstacles, constraints and needed resources at the outset makes goal attainment more likely |
| Obstacles/Constraints: |
| Costs (dollars, personnel time, etc.):What happens next if the goal is not achieved? Several options may be appropriate. \*  |
| Next Step If Goal Is Not Achieved |
| Signature 1: (person accountable for goal attainment) | Date |
| Signature 2: (coach, mentor, buddy or supervisor of the person accountable for goal) | Date |

**\* Which option is best? We can guide you; contact us @ shirleymaeir.com**