

The Region 5 Outreach Committee of the Whole Sub-Committee Meeting Report

Sub-Committee Name: _____

Sub-Committee Chair _____ Date: _____

S.M.A.R.T. Goal:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Use the S.M.A.R.T. Goal guide on the back of this form
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Tasks to accomplish the smart goal

	Task Description	Assigned to
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Issues for Later

1.	
2.	
3.	
4.	
5.	

S.M.A.R.T. Goal Guide

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (*Write the idea you have in mind*):

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

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

3. Achievable (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

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

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

Review what you have written above and craft a new goal statement based on what the answers to the questions above have revealed. Write this S.M.A.R.T. Goal in the box provided on the front of this form.