**SMART Goals**

| **S**pecific: | *What do you want to accomplish & why? Who is involved?* |
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| **M**easurable: | *How will you know when the goal is complete? What metrics will you track?* |
| **A**ttainable: | *Is the goal realistic? How will you accomplish it?* |
| **R**elevant: | *Does it align with the company’s long-term plans/vision?* |
| **T**ime-bound: | *When does the goal need to be completed?* |

| **Goal**  **Completion Date:** |
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**Key Steps**

*What needs to happen in order to meet the goal?*

| ***Description*** | ✔️ |
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