

# DEVELOPING AND COMMUNICATING GOALS WORKSHEET

## PART 1 - DEVELOPING MY SMART GOAL

SMART Element	Questions to ask myself when formulating	My Brainstorming
<b>Specific action/goal</b>	What is the specific achievement I want to make/action I want to complete?	
<b>Meaningful</b>	Why is this goal important to me right now?	
<b>Accountability</b>	1. Who will hold me accountable with regular check-ins? 2. What happens if I go off track?	
<b>Resources</b>	What inputs (time, money, mentorship) will I need to achieve this goal?	
<b>Time-stamp</b>	1. When is my target for achieving the entire goal? 2. What are my specific milestones for 3 and 6 months?	

**PART 2 COMMUNICATING MY SMART GOAL**

Share with my Team	Share with my Peers	Share with my Leader

**Share with other Important Audiences**

