

Instructions:

- Select one area of development you want to improve upon based on the content of this workshop. Create a SMART goal on this topic that will have the most impact for your development.
- Identify SMART goals by answering the questions in the template below. **SMART goals** are Specific, Measurable, Actionable, Realistic, and include a Time-frame.

<b>Area of Development:</b>
<b>Desired Outcome:</b>
<b>Specific:</b> What do I want to accomplish? Why? What are the requirements? What are the obstacles?
<b>Measurable:</b> How will I measure my progress? How will I know when the goal is accomplished?
<b>Actionable:</b> How can the goal be accomplished? What are the actions I must take to achieve this goal?
<b>Realistic:</b> Is this a worthwhile goal? Is it the right time? Do I have the necessary resources to accomplish this goal? Is the goal in line with my long term objectives?
<b>Time-frame:</b> When will I complete this goal?  Start Date: _____ End Date: _____  When are my check points?