

## Priorities, SMART<sup>1</sup> Goals and Actions Worksheet

Timeframe:  week  month  3 months  6 months  Year  \_\_ years

List goals, measures, challenges, concerns and responsible parties.

Priority is a combination of urgency and importance. First, list all of your top concerns or goals. Then to rank them, decide where you need to focus your energy; then choose where you would focus next if #1 was on track...

<u>Priority</u>	<u>Goal</u> : desired outcome (be specific!)	<u>Measure</u> : observable signs of success	<u>Date</u> : by when to deliver?	<u>Major challenges</u> or obstacles?	<u>Who will</u> do this?
#1					
#2					
#3					

---

<sup>1</sup> SMART = Specific, Measurable, Attainable, Realistic, Time-bound. Measurements include amount of work, quality, features, delivery, and methods used. Generally, start the process by writing a short prose description of each SMART goal, and then use this sheet to outline the detailed work plan.