

Area		Department	
Author			
Goal		of	

1. What is your SMART Goal?
This is your **outcome**. Keep it brief: a SMART Goal is Specific, Measurable, Achievable, Relevant, and Time-bound.

2. How do you plan to achieve this goal?
This is your **activity plan**. What will be done (or done differently) to help you achieve this goal?

3. How will you track progress achieving this goal?
This is your **measurement**. What method(s) will you use to gather data relevant to your goal? Measurements can be direct (tracking program participation, utilization of services, etc.) or indirect (surveys/focus groups).

4. How will you know whether your goal has been met?
This is your **standard**. How will you define successful achievement of the goal?

5. When do you plan to have your results?
When will you have your **results**?

6. Alignment with Strategic Plan
How does this **align** with the campus Strategic Plan?

7. Did you meet your goal? Please explain.
These are the **results** of your assessment. Did you meet your goal? Was the standard of achievement met? If you did not meet your goal, why not?

8. What actions will be taken based on these results?
This is your **action plan**. What decisions have been made or will be made based on your results? Will the results be used in budgeting/resource allocation?

Dean/Supervisor Feedback

Once you have completed steps 1 through 8, email this document to your Dean or Supervisor for their feedback.