

## GOAL SETTING DOCUMENT

| <b>GOAL :</b>                             |                    |             |               |
|---|--------------------|-------------|---------------|
| TASKS THAT NEED TO HAPPEN TO ACHIEVE GOAL | PERSON RESPONSIBLE | TARGET DATE | DATE ACHIEVED |
| 1.  |                    |             |               |
| 2.  |                    |             |               |
| 3.  |                    |             |               |
| 4.  |                    |             |               |
| 5.  |                    |             |               |

**SMART: SPECIFIC, MEASURABLE, AGREED, REALISTIC, TIMEBOUND**