

Goal Setting Form

Goal =

Criteria	Questions
Specific	What are you going to do? How will you do it? How can you state it so it is clear to everyone?
Measurable	How will you know when you reach your goal?
Achievable	What capacities (abilities, skills, tools, materials) will you need to achieve it? Are those available to you?
Relevant	How does the goal support the vision and mission?
Time-bound	When will you achieve the goal?