CAFE Department: _____ **Date:** _____

Name of Person Setting the Goal: _____

Goal Statement:

Why is this goal important?

What is needed to accomplish this goal?

***SMART* Goal Checklist:**

Is my goal...

- ☐ **Specific**
- ☐ **Measurable**
- ☐ **Achievable**
- ☐ **Relevant**
- ☐ **Time-Bound**

Action Plan

Action	Owner	Due Date