

**GOAL DEVELOPMENT WORKSHEET**

*Utilize the public input you received to form goals for your plan. The questions below will help you create a well-thought-out goal. Once you complete the questions you will be able to use the answers to write your goal using the template below. Remember to keep the goal SMART – Specific, Measurable, Achievable, Relevant and Time Bound.*

1. **What are you trying to improve? What problem are you trying to solve?**
2. **What is the current status of your problem or situation? Is it getting better or worse?**
3. **What factors are hindering your progress? (preventing you from succeeding)**
4. **What factors are supporting your efforts?**
5. **Who are your partners in helping you succeed? (who could you work with to make this better)**
6. **What are some strategies or steps that could help? (ideas to fix the problem)**
7. **What do you hope to see as an outcome or result?**
8. **How will you measure your progress? How will you know that you have achieved the results you wanted?**

**GOAL TEMPLATE**

|  |  |
| --- | --- |
| **Focus area:**  | **Due Date** |
| **Goal statement:**  |   |
| **Plan for measuring overall goal success** – H*ow will you know that you have achieved the results you want? Use data.* |
| **Specific strategies and steps to meet your goal:** | **Measure** *(How will you know the strategies and steps have been completed?)* | **Due Date** |
| **Strategy 1:**  |  |  |
| Action step:  |  |  |
| Action step:  |  |  |
| Action step:  |  |  |
| **Strategy 2:** |  |  |
| Action step: |  |  |
| Action step: |  |  |
| Action step:  |  |  |
| **Strategy 3:**  |  |  |
| Action step:  |  |  |
| Action step: |  |  |
| Action step:  |  |  |
| **Annual progress notes** |