**Template for writing a S.M.A.R.T. Goal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the goal you have in mind*):

Complete my bachelor’s degree before 12/31/2022

1. **Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal*?)

My current contract stipulates that I need to complete my bachelor’s degree. I have been taking classes over the last year and a half and am hopeful to obtain all of the necessary credits to graduate in the spring of 2023.

2. **Measurable** (*How can you measure progress and know if you’ve successfully met your goal?*):

This goal will be measured by my college transcript documenting the completion of the classwork.

3. **Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

I do have the skills required to complete this goal. My motivation for completing this goal is to be able to obtain my bachelor’s degree, focus on my work as a Town Administrator, and to not have to be doing classwork every night and on weekends.

4. **Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

I am setting this goal now because I feel that it is obtainable and relevant to my contract and the expectation that the BOS has put upon me in our last contract negotiation.

5. **Time-bound** (*What’s the deadline and is it realistic?*):

The deadline is 12/31/2022, and it will only be realistic if I can obtain credits for prior work. I am currently in a class that allows me to submit a portfolio for each class I am requesting credits for. I am planning to submit 5 portfolios within the next three weeks for evaluation.

Employee’s Signature Date

(This signature does not imply agreement or disagreement with the evaluation but only indicates the employee has read it and been provided an opportunity to respond if he/she chooses to do so. The employee also understands that the Performance Evaluation will be placed in their Employee File.)

Matt Mecum, Chair Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Seth Ridinger Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Jamie Underwood Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)