**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*):

Communication

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*?)

Utilize existing website to increase online access for information and communication to residents and employees.

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

Changes and updates will need to be made to the website for increased transparency. Tuesday Talks with Town Hall employees are back up and running.

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 increase communications with staff and residents within our community.

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

Lack of communication within Town Hall has been an ongoing issue an COVID-19 has exacerbated the problem. Improved communication would be beneficial to the environment at Town Hall and the residents would also benefit.

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

This goal will be implemented immediately and will be evaluated monthly. Is the news on the website fresh and up to date? Are meeting minutes and agendas on the website in a timely fashion?

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)