**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*):

Personal Development

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*?)

Attend at least one professional development meeting per month.

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

Groups to include but are not limited to Mass Municipal Human Resources, Small Town Administrators of Massachusetts, Nashoba Valley Chamber of Commerce, and the Mass Municipal Association.

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?*):

My motivation for completing this goal is to continue my professional development and to extend my network of municipal professionals within the state.

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

By extending my network of peers and my professional abilities, it will help the community when it comes to work knowledge, application for grants, and keeping Boylston in pace with relevant issues.

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

This goal will be implemented immediately and will be evaluated monthly. Updates on meetings will be shared with the Board in my Town Administrator reports.

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)