**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: Lead MVP Designation/Prioritization Process**

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*?)

**Earlier this year, Boylston applied for and was awarded $20,000 to work with CMRPC to create a Municipal Vulnerability Plan, which will help Boylston plan for climate change resiliency as a municipality and identify actionable priority projects.**

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

**The MVP process has proscribed steps including internal team meeting and an interactive public workshop. Per the contract with CMRPC, we must complete the process by June 30, 2022.**

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?*):

**Yes; I have been involved with the MVP designations for both Spencer and Upton, so I am familiar with the process. Taken in conjunction with the LRRP, and Master Plan, the MVP process will be able to build on planning already being done and ensure consistency across these planning efforts. By achieving the MVP designation, we will then be eligible to apply for Action Grants through the MVP program.**

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

**As noted above, consistency with ongoing planning efforts will position Boylston well in future applications.**

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

**As noted above, the MVP designation must be completed by the end of June 2022. The expected timeline for the process is 4-5 months, so by beginning the process in January 2022, there will be ample time to complete the process.**

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)