**Paul Dell Aquila**

**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: Streamline and Update Planning Board Procedures & Operations**

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*?)

**Review and update application forms & guidance, fees, website, and Board procedures manual; Building Department staff would need to be included; Timeline: December-March; Application materials and procedures need to be streamlined for both Potential Applicants and Town Staff.**

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

**All current forms will be updated and reviewed by Planning Board, Town Staff, and if needed, Town Counsel; Forms and procedures will be posted to Planning Board website.**

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; the amount of time invested now will streamline application and internal review processes going forward, thus saving effort and time.**

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

**It is important that Boylston keep consistent with the practices of other communities across the region. Until last year, Boylston did not have professional Planning staff.**

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

**I have already had initial conversations with the Planning Board and Building Dept. staff about this and would have all forms ready this winter and then posted online.**

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)