**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*):

Create a street grid data base that every department can enter their own data in one central location

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*?)

A central location to retrieve information. Ever department. If a resident wants to look up information on a certain property (example: business certificate the Town Clerk can look up the address and it will be in a folder on the Town Hall U Drive

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

When you see the folders online on the Town hall U Drive

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 have enough that I can start the process, with cooperation, I probably will achieve the goal. It is a tremendous amount of effort especially when you work part time

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

It goes with the online permitting system. There is a need to modernizing the records systems

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

It depends on all the departments populating these addresses

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)