




Step 6: Select the Actions



Address appropriate data-driven actions and measurable relevant goals.

Description	Questions to Consider	 Do It Yourself
S PECIFIC	<input type="checkbox"/> What is the desired result? <input type="checkbox"/> Is it clearly stated and well-defined? (who, what, when, where, why, how)	
M EASURABLE	<input type="checkbox"/> How can completion be quantified (numerically or descriptively)? <input type="checkbox"/> How can progress be measured?	
A TTAINABLE	<input type="checkbox"/> What skills, knowledge, effort and commitment are needed? <input type="checkbox"/> What resources are necessary?	
R ELEVANT	<input type="checkbox"/> Is the goal in alignment with the overall mission or strategy? <input type="checkbox"/> Is this the right time?	
T IMEBOUND	<input type="checkbox"/> When is the deadline? <input type="checkbox"/> Is the deadline realistic? <input type="checkbox"/> What is the duration or frequency?	

SMART Goal: _____
