|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Questions | Responses | Action steps | Responses |
| Specific | * Can your members easily explain the goal? * Are there any clichés and vague assumptions? |  | List specific actions necessary to achieve this goal. |  |
| Measurable | * Is there a number attached to your goal? |  | Explain why this number or value is important, and what you will use it. |  |
| Action-oriented | * Can you hold others accountable to the goal? * Does the goal involve specific, measurable actions? |  | List the group members responsible for each action. |  |
| Realistic | * Is the goal achievable? * Have you begun planning? |  | List some potential obstacles and the resources you’ll need. |  |
| Timed | * What is your deadline? |  | Draft a schedule: which actions are needed by when? |  |

Goal:

[state your goal here]