

S.M.A.R.T. Goal: (Specific, Measurable, Achievable, Relevant, Time-based) What do you want to happen?

Example: Achieve staff turnover rate of 20% by X/X/XXXX)

Tasks & Activities

Start Date:	Specific Actions (How will it happen?)	Anticipated Completion Date	Person/Team Responsible (Who will do this?)	Resources Needed & Approx. Cost (if applicable)	Evaluation and Monitoring (How will you know when you have achieved it?)	Comments

Review Schedule:

Review Date:	Reviewer(s)	Comments: