

Performance Management SMART GOAL SETTING Template

Goal	Specific <i>who?, what?, when?, where? why?</i>	Measurable <i>How will I know when it is accomplished?</i>	Attainable <i>Can objectives pertaining to the goal be carried out? How?</i>	Relevant <i>How does this goal help you to meet your overall objective?</i>	Time-bound <i>Completed milestones achieved by end of Performance period</i>
e.g. I want to build better relationships with my team	Encourage two-way communication with employees Decrease conflicts Learn coaching skills	Less attrition in my department Staff come to me when they have a problem Issues and conflicts are resolved	Prioritize weekly employee one on ones Take a coaching course Schedule team building activities	Better relationships will help our department reach our overall department goal of increased student satisfaction and quality programming	All training and team building activities will be completed within the next 6 months
SMART Goal: Through increasing communication and team building, I will build better relationships my team. I will take training to gain the needed coaching skills and prioritize weekly one on one meetings. I will also schedule 2 team building sessions. All these initiatives are to be completed by December 2014. Based on these efforts employees will be proactive in discussing issues with me and problems will be resolved efficiently which will ultimately lead to less attrition in my department.					
Goal	Specific <i>who?, what?, when?, where? why?</i>	Measurable <i>How will I know when it is accomplished?</i>	Attainable <i>Can objectives pertaining to the goal be carried out? How?</i>	Relevant <i>How does this goal help you to meet your overall objective?</i>	Time-bound <i>Completed milestones achieved by end of Performance period</i>

Smart Casion Play

Rachel Sandford



Smart Casion Play:

This book delves into Smart Casion Play. Smart Casion Play is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Smart Casion Play, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Smart Casion Play
- Chapter 2: Essential Elements of Smart Casion Play
- Chapter 3: Smart Casion Play in Everyday Life
- Chapter 4: Smart Casion Play in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Smart Casion Play. The first chapter will explore what Smart Casion Play is, why Smart Casion Play is vital, and how to effectively learn about Smart Casion Play.
3. In chapter 2, this book will delve into the foundational concepts of Smart Casion Play. This chapter will elucidate the essential principles that must be understood to grasp Smart Casion Play in its entirety.
4. In chapter 3, this book will examine the practical applications of Smart Casion Play in daily life. This chapter will showcase real-world examples of how Smart Casion Play can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Smart Casion Play in specific contexts. This chapter will explore how Smart Casion Play is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Smart Casion Play. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Smart Casion Play.

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