

San Mateo County Independent Civilian Advisory Commission
Work Plan Template

Goal and Outcome:					
Activities/Action Steps & Level of Effort (high, med, low)	Who is Responsible?	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1.					
2.					
3.					
4.					

SMART Goals Template (Source: Smartsheet)

Crafting SMART goals helps you identify the aspects of your project that are realistic and achievable; this exercise also helps you set a deadline. When writing SMART goals, use concise language and include only relevant information. This worksheet is designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal that you have in mind.
SPECIFIC S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
MEASURABLE M	How can you measure progress and know if you've met your goal?
ACHIEVABLE A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for achieving this goal? Is the amount of effort required on par with what the goal will achieve?
RELEVANT R	Why am I setting this goal now? Is it aligned with our overall objectives?
TIME-BOUND T	What's the deadline and is it realistic?
SMART GOAL	Review your answers above and craft a new goal statement based on them.