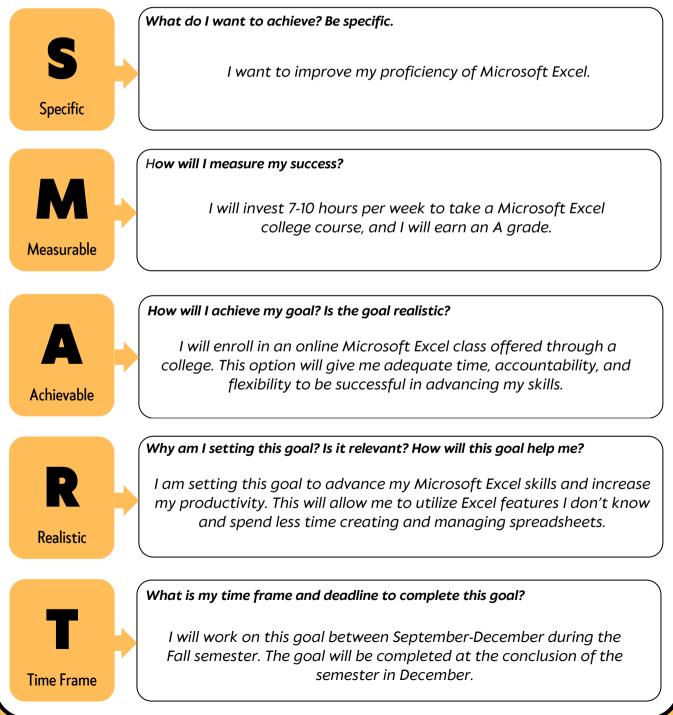
## The SMART Goal Planner for Your Performance Review

Effective goal setting can help you to achieve career goals as you prepare for your performance review. Begin by creating 3-5 SMART goals annually that are specific, measurable, achievable, realistic, and time-based. Write them down. Review and record your progress weekly, adjust as needed, and celebrate your wins!

**Example SMART Goal:** Over the course of four months, I will become proficient at using Microsoft Excel by investing 7-10 hours per week to take a Microsoft Excel college course and earn an A grade.

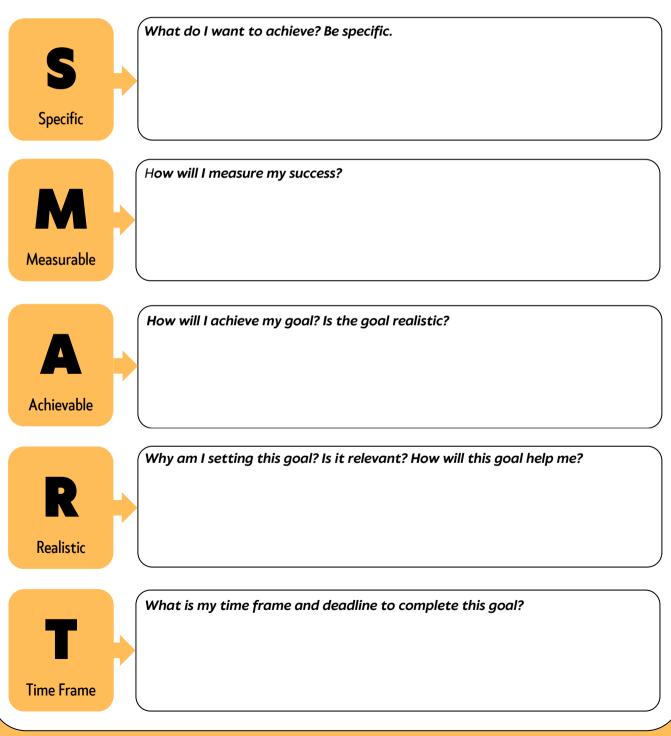


Admin to Admin, LLC

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My goal is...



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