

# CEDV WORKGROUP

**SMART GOALS**

**Specific**

**Measurable**

**Action-Oriented**

**Relevant**

**Time-Oriented**

## DEFINE GOALS

1	
2	
3	

## WORKGROUP MEMBERS AND ROLES

NAME	ORGANIZATION	BEST CONTACT INFORMATION	ROLE ON THE WORKGROUP

## BREAK EACH GOAL INTO SMALLER MEASURABLE AND ATTAINABLE STEPS

GOAL1			
STEP DESCRIPTION	TIME REQUIRED	SET DEADLINE	

## FURTHER PLANNING

### DETAIL REQUIRED RESOURCES

### DEFINE POTENTIAL OBSTACLES

### PLANS FOR OVERCOMING OBSTACLES

## DESIRED OUTCOME

**DEFINE MEASUREMENTS FOR SUCCESS**

**DESCRIBE OUTCOME OF ACHIEVED GOAL**

**GOAL 2**

**STEP DESCRIPTION**

**TIME REQUIRED**

**SET DEADLINE**

**FURTHER PLANNING**

**DETAIL REQUIRED RESOURCES**

**DEFINE POTENTIAL OBSTACLES**

**PLANS FOR OVERCOMING OBSTACLES**

**DESIRED OUTCOME**

**DEFINE MEASUREMENTS FOR SUCCESS**

**DESCRIBE OUTCOME OF ACHIEVED GOAL**

**GOAL 3**

STEP DESCRIPTION	TIME REQUIRED	SET DEADLINE

**FURTHER PLANNING**

**DETAIL REQUIRED RESOURCES**

**DEFINE POTENTIAL OBSTACLES**

**PLANS FOR OVERCOMING OBSTACLES**

**DESIRED OUTCOME**

**DEFINE MEASUREMENTS FOR SUCCESS**

**DESCRIBE OUTCOME OF ACHIEVED GOAL**