

# 60 SECOND SMART PLANNER

Take one minute. Set it: Specific. Measureable. Attainable. Realistic Timed goal.

PROJECT LEADER'S NAME:	START DATE:
TEAM PARTICIPANT'S NAME(S):	ANTICIPATED FINISH DATE:

**SMART GOAL:** Specific • Measurable • Affective • Realistic • Timed

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**PLAN / STEPS**

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**BUDGET \$:** \_\_\_\_\_

**TIME LINE:** Interval or Due Date for Completion: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Project Leader - APPROVED TO BEGIN)

\_\_\_\_\_  
(Today's Date)