

Place your Title Here

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Department

Month

Composite Page

SMART GOAL

Specific: *What exactly will you accomplish?*

KPI is _____. KPI will be _____.

Measurable: *What reports / calculations will you use to measure your results?*

Achievable: *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve get them?*

Relevant: *Why is this goal significant to your dealership operations? To You?*

Timely: *You answered "what" under specific. Now tell us BY WHEN.*

Take Action!

Potential Obstacles

Potential Solut

Who are the people you will ask to help you?

Specific Action Steps: *Break down your BIG goal into smaller, intermediate goals. What are those steps?*

What?

Expected Completion

Other Information / Comments:

Print Name

Manager Signature

Date

Column

Line

this goal? If not, how will you

ions

Completed

Class Number