

# SMART Tasks

Specific - Measurable - Agreed - Realistic - Time-bound

|      |
|------|
| Name |
|------|

| skill or ability area | specific task (what is the task or objective? attach details if appropriate) | measures (standards and parameters) | agreed (is it?) | realistic (is it?) | timings (start/finish dates) | comments/actions (follow-up notes - attach details if appropriate) |
|-----------------------|--|-------------------------------------|-----------------|--------------------|------------------------------|--|
|                       |  |                                     |                 |                    |                              |  |
|                       |  |                                     |                 |                    |                              |  |
|                       |  |                                     |                 |                    |                              |  |

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