

Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Projected Result/Goal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Challenges:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SMART Checklist

This goal is:

Specific     Measurable     Achievable     Relevant     Timed

## To Do List

Action Item: \_\_\_\_\_ Date \_\_\_\_\_ Assigned To \_\_\_\_\_

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