**Annual Goals**

*“Set and submit annual goals that are in line with and further [the] mission.”*

Please fill in this template for the “Goals” portion of your review. Add as many goals as is appropriate for your organization. When drafting with your leadership, aim for SMART goals:

**S** - specific, significant, stretching

**M** - measurable, meaningful, motivational

**A** - agreed upon, attainable, achievable, acceptable, action-oriented

**R** - realistic, relevant, reasonable, rewarding, results-oriented

**T** - time-based, time-bound, timely, tangible, trackable

**(Delete the header and instructions before submitting.)**

Organization Name: Date Submitted:

Organization Mission Statement:

Goals:

1. Description
   1. Process to achieve
   2. Additional notes as applicable
2. Description
   1. Process to achieve