

## S.M.A.R.T. Activity Key

In small groups, edit the objectives below to make them S.M.A.R.T.

1. Carlos attends required training.  
***Carlos will attend Modules 1 – 10 of Charting the Course by December 31, 2013.***
2. Ramona responds to voicemail messages and emails in a timely manner.  
***Ramona will respond to voicemail messages and emails within 48 hours of receipt, Monday through Friday.***
3. Jason facilitates active workgroup sessions.  
***Jason will facilitate monthly workgroup sessions in which participants ask/answer questions, engage in discussion, and complete intersession assignments.***
4. Kevin is supportive of his co-workers.  
***Each month Kevin will support his co-workers by answering their questions, coaching new co-workers, and offering assistance on projects when his work is up-to-date.***
5. Irene works a regular schedule.  
***Irene will arrive at work at 8:00 am and works until 4:30 pm every week, Monday through Friday.***

