

SMART Goal Worksheet (Strategic, Measurable, Attainable, Results, Time Bound)	
Team Name	Physical
Team Members	Jim Dawson, Trudy Jones, Cindy Thomas
Team Leader	John Cook
District Goals	Open the Newly Consolidated School
School Name	Consolidated Kenai K-5
Meeting Date	

Things to do		
Team Smart Goal Acquire a Connex for temporary storage of school furniture.		
Strategies and Action Steps 1. Contact Gary at the warehouse 2. Determine location for the Connex. 3. Develop a priority list of items to be stored. 4. Determine date for delivery.		
Responsibility		
Jim Dawson, Trudy Jones, Cindy Thomas	John Cook	
Timeline By April 24, 2007		
Evidence	Action Step 2.	Contact Jim Dawson and Head Custodian.
	Action Step 1.	Communication Log of phone call date/time and outcome.
	Action Step 3.	A list of furniture items.
	Action Step 4.	Mountain View Calendar and timeline.

