

# Setting Annual Goals

*May 1 Sept. 1*

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# Mid Year Review

*Jan. 1 Feb. 15*



Staff members should strive to make each performance goal **S.M.A.R.T**

In concrete terms, identify exactly what is to be achieved. The goal

4. . Once the specific goals have been determined, summarize what was discussed. The goal of coaching is to help people think and act independently