

goals where to start

Performance planning starts with S.M.A.R.T. Goals

Consider planning goals for all aspects of the yearbook process—for the look of the book, for the content of the book, for fund raising, for relationships between staffers or staffers and editors, for the school response to the book and for judging/awards.

S.M.A.R.T. goals are:

- **Specific** — exactly what is it we want to accomplish this year?
- **Measurable** — how will performance be measured? what does a good job look like?
- **Attainable** — is it reasonable, based on past experience?
- **Relevant** — does it make a difference in overall performance?
- **Trackable** — what will be the record-keeping system?

This year's goals

for our yearbook

for our staff

for financial management

	for our yearbook	for our staff	for financial management
1.			
2.			
3.			
4.			
5.			