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| **Set Goals - Sample Team Agenda**  Date/Time: Location:  Attendees: |
| **How to Set Goals Time: \_\_\_\_\_\_\_\_\_\_\_\_\_**   * 3 sets of questions (Team Tool) * SMART goals (SMART Goal Guide) * Set Goals – Time Matrix (SMART Goal Guide) |
| **Team Goal Time: \_\_\_\_\_\_\_\_\_\_\_\_\_**   * Proposed draft * Discuss answers to Set 2 questions on Team Tool * Agree on Team Goal: Wording, How to measure, Time line/deadline |
| **Assignment: write an individual goal Time: \_\_\_\_\_\_\_\_\_\_\_\_\_**   * SMART goal format worksheet * SMART Goal Guide * Confirm date/time of each 1:1 |