**Create**

Review and calibrate the SMART goals you’ve created during Set Goals. There should be at least four: two business goals drafted in Week 1, a development goal you created in Week 1, and a development goal about working with your team that you drafted just this week.

***Click or tap each checkbox online as you complete the task.***

* How does the goal fit with the other goals you have? What if any adjustments would you like to make? To the goal’s priority? Time frame? Measures or success indicators?
* What one thing for each could you schedule next week to move it forward?

***NOTE:*** *As an* ***Important but not Urgent*** *goal, your development goal will be the easiest to ignore, so pay special attention to it.*

**Create 2**

How will you implement the ***Planning Cycle*** for the goals you've set? In your journal pages, consider the following questions, and then open your calendar and start scheduling some action.

* How often do you want to review each goal? Monthly? Weekly? Quarterly? How might you need to revise these goals as things change? How often will you check in with your team on the team goal you just set? When will you check progress with them?
* Draft a 3-month schedule to track progress on the goals you’ve set in this module: your own goals; the team goal; team member goals.

**NOTE:** *If you already have staff meetings, huddles, and one-to-ones set up with your team, you can add a* ***goals*** *segment to the agenda for those meetings.*

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