



B: Baseline



S: Specific

M: Measurable

A: Achievable

R: Realistic

T: Timely

Decorative pens and pencils in the bottom corners of the image.






STEP ONE: DEFINE YOUR GOAL

- What specific SKILL will you be targeting?
- Write first, then refine.



STEP TWO: GET YOUR BASELINE

- Need baseline to determine appropriate goal achievement and accurately measure progress.
- Should be mentioned in PLAAFP and goal itself.
- Each goal/objective should have its own baseline.



Baseline should be SPECIFIC to the skill, OBJECTIVE so others will also be able to measure it, MEASURABLE using a pre-planned tool, and ABLE to BE COLLECTED frequently.