**SMART test**

* + Specific
	+ Measurable/Observable
	+ Action
	+ Realistic and relevant
	+ Timely

**Who Else Needs to Know?**

*What is the topic/subject (role, change, responsibility, project, feedback, meeting, etc.)?*

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| --- | --- | --- | --- | --- |
| *Who is impacted by this?* |  | *How are they impacted?* |  | *What do they need to know?* |
|  |  |  |  |  |
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| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WINFY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For: Response: (Yes) (No) (We’ll Try) (Whatever)  |  |

**What I Need From You**