**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**