

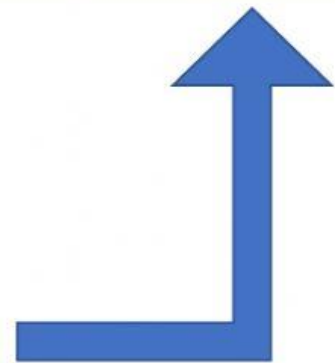
# PROFESSIONAL COMMUNICATION MISSION STATEMENT AND SMART GOALS



The mission statement for our company is: *(Why do we exist as a company?)*

The SMART Goals for our company are: *(as least 3)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_



*Remember: Your Goals should be:*

1. SMART
2. Big and Long-term
3. They should support your Mission Statement.

We are making objectives for SMART Goal # \_\_\_\_\_

Objective #1:

Objective #2:

*Remember: Your Objectives should be:*

1. Small steps toward a goal.
2. Short-term Actions.
3. Set your people up for success.