## LAMA Worksheet

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| Employee’s Name |  |
| Today’s Date & Time | DATE | TIME |
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| SMART Goal |  |
| **LAMA** |
| LearnHow are you going to learn new skill? |  |
| Apply new skillWhen and how you are going to apply what you learned. |  |
| Measurement How are you going to measure your progress? |  |
| Assess resultsWhat results do you expect to see and by when? |  |
| Next Meeting Date and Time | DATE | TIME |
|  |  |