******PROJECT GOALS & OBJECTIVES**

|  |  |  |
| --- | --- | --- |
| DATE | AUTHOR | PROJECT NAME |
|   |   |   |

Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for specific, measurable, achievable, relevant, and time-bound.
If the goal is to improve native habitat in the city, an objective should look like this:

“To increase the native plants between 1st and 3rd Streets by 50% by March 31st.”

|  |  |
| --- | --- |
| GOAL |   |
|  |  |  |  |
| S |   | Who? What? When? Where? Why? Which? |   |
| SPECIFIC |
| M |   | Metrics and milestones. How much? What percentage? |   |
| MEASURABLE |
| A |   | Do you have the skills and tools to accomplish this objective? |   |
| ACHIEVABLE |
| R |   | Does it fit with your overall organizational objectives? |   |
| RELEVANT |
| T |   | Intermediate and final deadline |   |
| TIME-BOUND |
| OBJECTIVE 1 |   |

|  |  |  |  |
| --- | --- | --- | --- |
| S |   | Who? What? When? Where? Why? Which? |   |
| SPECIFIC |
| M |   | Metrics and milestones. How much? What percentage? |   |
| MEASURABLE |
| A |   | Do you have the skills and tools to accomplish this objective? |   |
| ACHIEVABLE |
| R |   | Does it fit with your overall organizational objectives? |   |
| RELEVANT |
| T |   | Intermediate and final deadline |   |
| TIME-BOUND |
| OBJECTIVE 2 |   |

|  |  |  |  |
| --- | --- | --- | --- |
| S |   | Who? What? When? Where? Why? Which? |   |
| SPECIFIC |
| M |   | Metrics and milestones. How much? What percentage? |   |
| MEASURABLE |
| A |   | Do you have the skills and tools to accomplish this objective? |   |
| ACHIEVABLE |
| R |   | Does it fit with your overall organizational objectives? |   |
| RELEVANT |
| T |   | Intermediate and final deadline |   |
| TIME-BOUND |
| OBJECTIVE 3 |   |

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| --- |
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