

# PROJECTS GOALS & OBJECTIVES

Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives.

Goal 1	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
Objective 1	

Goal 2	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
Objective 2	