

PROJECT GOALS & OBJECTIVES

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DATE

AUTHOR

PROJECT NAME

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

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

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

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