**[](https://www.smartsheet.com/try-it?trp=11720&utm_source=integrated-content&utm_campaign=/content/business-objectives&utm_medium=Project+Goals+and+Objectives+doc+11720&lpa=Project+Goals+and+Objectives+doc+11720)****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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