

PROJECT GOALS & OBJECTIVES



| | |
|---------------------|--|
| PROJECT NAME | |
| AUTHOR | <p>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:</p> |
| DATE | |
| DATE | |

| | |
|-------------|--|
| GOAL | |
|-------------|--|

| | |
|--|--|
| SPECIFIC: Who? What? When? Where? Why? Which? | |
|--|--|

| | |
|---|--|
| MEASURABLE: Metrics and milestones. How much? What percentage? | |
|---|--|

| | |
|---|--|
| ACHIEVABLE: Do you have skills and tools to accomplish this objective? | |
|---|--|

| | |
|--|--|
| RELEVANT: Does it fit with overall organizational objectives? | |
|--|--|

| | |
|--|--|
| TIME-BOUND: Intermediate and final deadline | |
|--|--|

| | |
|--------------------|--|
| OBJECTIVE 1 | |
|--------------------|--|

| | |
|--|--|
| SPECIFIC: Who? What? When? Where? Why? Which? | |
|--|--|

| | |
|---|--|
| MEASURABLE: Metrics and milestones. How much? What percentage? | |
|---|--|

| | |
|---|--|
| ACHIEVABLE: Do you have skills and tools to accomplish this objective? | |
|---|--|

| | |
|--|--|
| RELEVANT: Does it fit with overall organizational objectives? | |
|--|--|

| | |
|--|--|
| TIME-BOUND: Intermediate and final deadline | |
|--|--|

| | |
|--------------------|--|
| OBJECTIVE 2 | |
|--------------------|--|

| | |
|--|--|
| SPECIFIC: Who? What? When? Where? Why? Which? | |
|--|--|

| | |
|---|--|
| MEASURABLE: Metrics and milestones. How much? What percentage? | |
|---|--|

| | |
|---|--|
| ACHIEVABLE: Do you have skills and tools to accomplish this objective? | |
|---|--|

| | |
|--|--|
| RELEVANT: Does it fit with overall organizational objectives? | |
|--|--|

| | |
|--|--|
| TIME-BOUND: Intermediate and final deadline | |
|--|--|

| | |
|--------------------|--|
| OBJECTIVE 3 | |
|--------------------|--|

FINANCIAL GOALS WORKSHEET TEMPLATE



| GOAL | ROADBLOCKS | ACTION |
|--------------------------------------|--|---|
| Make goals both clear and measurable | List any potential obstacles to successful achievement of the goal | Define steps required to accomplish set goals and overcome any roadblocks |

| | | | |
|----------|----|--|--|
| GOAL | | | |
| AMOUNT | \$ | | |
| TIMELINE | | | |

| | | | |
|----------|----|--|--|
| GOAL | | | |
| AMOUNT | \$ | | |
| TIMELINE | | | |

| | | | |
|----------|----|--|--|
| GOAL | | | |
| AMOUNT | \$ | | |
| TIMELINE | | | |

| | | | |
|----------|----|--|--|
| GOAL | | | |
| AMOUNT | \$ | | |
| TIMELINE | | | |

LIFE GOALS WORKSHEET TEMPLATE



| | GOAL | ACTION STEP |
|------------------------------|--|-------------|
| SHORT-TERM PERSONALLY | IN THE NEXT YEAR I WOULD LIKE TO ACCOMPLISH | |
| | | |
| | | |
| | | |
| | | |
| PROFESSIONALLY | | |
| | | |
| | | |
| | | |
| | | |
| FINANCIALLY | | |
| | | |
| | | |
| | | |
| | | |
| OTHER | | |
| | | |
| | | |
| | | |
| | | |
| MID-TERM PERSONALLY | IN THE NEXT THREE YEARS I WOULD LIKE TO ACCOMPLISH | |
| | | |
| | | |
| | | |
| | | |
| PROFESSIONALLY | | |
| | | |
| | | |
| | | |
| | | |
| FINANCIALLY | | |
| | | |
| | | |
| | | |
| | | |
| OTHER | | |
| | | |
| | | |
| | | |
| | | |
| LONG-TERM PERSONALLY | IN THE NEXT TEN YEARS I WOULD LIKE TO ACCOMPLISH | |
| | | |
| | | |
| | | |
| | | |
| PROFESSIONALLY | | |
| | | |
| | | |
| | | |
| | | |
| FINANCIALLY | | |
| | | |
| | | |
| | | |
| | | |
| OTHER | | |
| | | |
| | | |
| | | |
| | | |