

## Setting Objectives

You can write objectives using this template. Click the boxes to add your notes.

### Organizational Purpose

### Organizational Objectives

### Team/Individual Objectives

This table can be used to work on formulating SMART objectives. Consider having your employees write their own SMART objectives. Tick off the boxes as each criteria is included in the objective. Note that it may not always be meaningful that every objective has all five criteria.

Objective	S	M	A	R	T

**Specific** – Clearly define what should be done/delivered – start with an action verb.

**Measurable** – Identify how you will measure success and stay on track.

**Attainable** – Make sure the objective is challenging and realistic to reach.

**Relevant** – Make sure the objectives support each other and team/organizational objectives.

**Time-bound** – Establish a challenging and realistic time frame for achieving the objective.

Remember to update your employees' job descriptions and reevaluate objectives regularly.