2022 PROJECT GOALS & OBJECTIVES

PROJECT NAME

AUTHOR	Add your goal to this worksheet, then use the SMART process to determine the characteristics of your objective(s). SMART stands for specific, measurable, achievable, relevant, and time-bound. If the goal is to improve sales revenue, the objective should look like this: "To increase widget sales revenue by 5% in the first quarter of 2022 by making 50 extra calls a day"
DATE	

GOAL	

SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What %?	
ACHEIVABLE: Do you have the skills and tools to accomplish?	
RELEVANT: Does it fit with the overall org. objectives?	
TIME-BOUND: Intermediate and final deadline	

OBJECTIVE 1	
OBJECTIVE 2	
OBJECTIVE 3	