

TOOL F. SMART GOALS AND OBJECTIVES WORKSHEET

Instructions: Work through this worksheet, including as much detail as possible under the heading in each column. When you have completed the worksheet with the consensus and approval of your coalition, you will have clear and measurable goals to continuously guide your group's efforts over time. These goals can also be shared with internal and external audiences.

Goals and Objectives					
Intention	Specific	Measureable	Attainable	Relevant	Time Bound
What is it that you want to achieve?	Who? What? Why? Where? When?	How much? How often? How many?	Achievable? Feasible?	Is it important to what you ultimately want to achieve?	Is it important to what you ultimately want to achieve?
<i>Example: Identify and recruit 8 community members to serve on the community health advisory board</i>	<i>Coalition leaders</i>	<i>Eight community members</i>	<i>Yes</i>	<i>Yes</i>	<i>August 31, 2017</i>