# Worksheet 4: Develop Goals and SMART Objectives

**Instructions:** *Complete the following worksheet to write broad goals that are linked to your program purpose and overall agency strategy. For each goal, write SMART objectives which are sub-steps or milestones toward achieving goals and strategic priorities.*

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| **Program Purpose/Mission Statement:**  **Agency Level Strategic Priority:** | | | |
| **Goal:** What is the broad, long-term outcome we want to achieve? | Goal 1: | | |
| **SMART Objectives** | **Objective 1.1** | **Objective 1.2** | **Objective 1.3** |
| **Specific:** Who? (target population and persons doing the activity) and What? (action/activity) |  |  |  |
| **Measurable:** How will we quantify success? |  |  |  |
| **Achievable:** Is this feasible given current resources and constraints? |  |  |  |
| **Relevant:** Will this work help make progress toward the goal and strategic priority? |  |  |  |
| **Time-bound:** Provides a timeline indicating when the objective will be met. |  |  |  |
| **Objective Statement**: Use the information brainstormed above to draft SMART Objective statements. | Objective 1.1: | Objective 1.2: | Objective 1.3: |