

Check that your Objectives are SMART: **Specific Measurable Achievable Realistic Time-bound**

Ask the following questions as you create your objectives on the way to your goal:

Specific: Are my objectives too broad to be achieved through one program? If I accomplish my objectives, will they result in a change in the program?

Measurable: How can I tell if my program is actually accomplishing what I set out to do? What can I measure to find out? How can I measure it? Are there numbers, facts, pieces of information that I can present in a report? Can I measure them against something?

Achievable: Will my program remain accessible and effective to my audience throughout? How will this program affect my relations with the community? Will the program meet a gap in current services?

Realistic: The program may be outstanding, but can my agency/group implement it? How long can we maintain a program like this? Do we have or can we get the resources? Do we need assistance to make this program happen? Do we need specific training before we can start this?

Time-bound: What is the timeline for accomplishing these objectives? What is the timeline for the program overall? Does the timing of the grant work with my agency's timeline?