

VILLAGE OF LAKE ORION BUDGET OBJECTIVES WORKSHEET

PROJECT NAME

AUTHOR

Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. Cost should be addressed in the "Achievable" section. If the goal is to improve native habitat in the village, an objective should look like this:

DATE

"To increase the native plants between South Lane and Giles Streets by 50% by March 31, 2022."

GOAL

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 1

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 2

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 3

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 4

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 5

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline

OBJECTIVE 6

SPECIFIC: Who? What? When?
Where? Why? Which?

MEASURABLE: Metrics and milestones.
How much? What percentage?

ACHIEVABLE: Do you have skills and
tools to accomplish this objective?

RELEVANT: Does it fit with overall
organizational objectives?

TIME-BOUND: Intermediate and final
deadline