

Name:

Date:

Department/Division:

Specific Goals for the Year Ahead	Specific Action Steps toward goal achievement (activity)	Specific desired skill attainment	Specific measurable result
Goal: Objectives:			
Goal: Objectives:			
Goal: Objectives:			
Goal: Objectives:			

Name:

Date:

Department/Division:

Goals and objectives describe what you are striving to accomplish. Goals depict your general outcomes, while objectives specify more specific outcomes. It is common to have several objectives for each goal. A goal is an accomplishment that you are trying to reach. Objectives are steps in the process of reaching that goal. Goals are usually broad in nature and the objectives are specific.

**Effective goals are broad statements of meaningful outcomes, longer term, based on ideas*

- are clearly written
- are achievable
- provide a framework for writing statements of objectives
- are adaptable to changes
- are consistent with the mission statement of the institution

**Effective objectives use action words that specify definite, observable behaviors, short to medium term, based on fact, measurable and tangible*

- indicate an appropriate level of attainment
- are assessable through one or more indicators
- comprehensively and meaningfully define a goal
- are realistic and achievable
- use simple language

Adapted from PACT Outcomes Assessment Handbook California State University, Bakersfield

** Activity: Please refer to the Human Resource Development menu of workshops, leadership development opportunities, skill development trainings, etc.*

E. Grondine - June 5, 2012