

# Worksheet Module 6 Week 1: Set objectives and plan activities

1. Define your SMART objectives.

<b>Description</b> (Be Specific* and Realistic* when setting the objective)	<b>Current situation</b> (Reference point for future evaluation)	<b>Desired situation</b> (Performance indicator for measuring* progress)	<b>Person responsible</b> (Assignable*)	<b>Deadline</b> (Timely*)

2. Plan activities for your objectives.

Objective 1:														
Activities	Milestone	Responsible	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Objective 2:														
Activities	Milestone	Responsible	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Objective 3:														
Activities	Milestone	Responsible	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Objective 4:														
Activities	Milestone	Responsible	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

