
Writing Objectives

Objectives are the smaller steps you take to make progress toward your goal. To be useful, objectives need to answer the question “what will change, by how much, and when?”

Usually objectives work best when they are written for the next few months to a year. It’s hard to know what will change beyond that time frame, so it’s hard to set realistic objectives several years out.

Example

Let’s say you’re a sophomore in high school with a goal of obtaining a BA, some good objectives might be:

Begin weekly study for the SAT by _____

Talk with guidance counselor about requirements for college admission and what I need to do by _____

Improve GPA to _____ (number) by _____ (date).

Take some time to write goals you just developed in the space below, and then write several objectives for each goal. You can do this with your mentor or on your own and then go over them together.

Here’s a tip on how to test if your objectives are solid—ask yourself, are the “SMART?” Smart stands for:

Specific – do I know precisely what has to happen?

Measurable – how will I know if I’ve achieved this objective?

Attainable – is it realistic or do-able?

Result-oriented – will it really move me toward my goal?

Time-limited – does it have a due date?

If your goals are SMART, they’re solid—now go start doing them!

Goal: _____

Objectives:

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