

Tips for Writing Goals and Objectives

Although many different courses will cover in depth writing goals and objectives for health promotion programs, grants, and organizations, we have compiled a few tips to help write your goals and objectives early in your career.

What are goals and objectives?

A goal is an overarching principle that guides decision making. Objectives are specific, measurable steps that can be taken to meet the goal.

For example

Goal	Develop an increased understanding of careers in health education by the end of the Fall 2006 semester
Objectives	Find five job descriptions for health education related jobs by the beginning of December Interview two current health education professionals by the end of November Identify three organizations that employ health educators by the end of September

A common way of describing goals and objectives is to say that :

Goals are broad	Objectives are narrow
Goals are general intentions	Objectives are precise
Goals are intangible	Objectives are tangible.
Goals are abstract	Objectives are concrete.
Goals are generally difficult to measure	Objectives are measurable

These are not the only definitions of goals and objectives. Goals and objectives are used in different ways for different purposes and several of your classes will offer you greater insight into using goals and objectives.

Throughout your master programs, you will come to appreciate the importance of measurable goals. Measurable goals and objectives are essential for evaluating progress. Your personal goals are no different. A useful way of making goals and objectives more powerful and measurable is to use the SMART mnemonic. While there are plenty of variants, SMART usually stands for:

S	Specific
M	Measurable
A	Attainable
R	Relevant
T	Time-bound

For example, instead of saying "I will talk to people about health education" say "I will interview three current health educators including questions about their position and career development by December 1, 2006".

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