

DEFINITIONS

ISSUE:

A POINT OR MATTER OF DISCUSSION, DEBATE OR DISPUTE.

GOAL:

*THE LONG TERM END TOWARD WHICH PROGRAMS OR
ACTIVITIES ARE DIRECTED.*

OBJECTIVE:

*A SPECIFIC, MEASURABLE, ACHIEVEABLE END WITH A
TIMETABLE THAT MARKS PROGRESS TOWARD
ACCOMPLISHING THE GOAL.*

OBJECTIVES SHOULD ALWAYS BE: SMART
SPECIFIC
MEASUREABLE
ACHIEVEABLE
REALISTIC
HAVE A TIMETABLE

**Objectives seek to reach the Goal while resolving as many of the
issues as possible. One Goal can have several Objectives.**

ACTION STEPS

**The steps needed to achieve the Objective; they should always be
listed in sequence.**