

Emergency Preparedness Planning and Exercises S.M.A.R.T. Objectives Worksheet

As you begin the process of creating an Emergency Plan or Exercise of any type, it will be a huge benefit for you to follow these simple guidelines to set your objectives.

SMART Guidelines for Useful Objectives

Simple	A good objective is simply and clearly phrased. It is brief and easy to understand.
Measurable	The objective should set the expected level of performance, so that results are <i>observable</i> , and you can tell when the objective has been achieved. This doesn't mean that you have to set a quantifiable standard. It just means that people can agree on whether the objective was achieved or not.
Achievable	The objective should not be too difficult to achieve. For example, achieving it should be within the resources that the organization is able to commit to an exercise.
Realistic	The objective should present a realistic expectation for the situation. Even though an objective might be achievable, it might not be realistic for the exercise.
Time Oriented	Goal objectives should identify a definite target date for completion and/or frequencies for specific action steps that are important for achieving the goal. How often should the staff member work on this assignment? By when should this goal be accomplished? Incorporate specific dates, calendar milestones, or time frames that are relative to the achievement of another result (i.e., dependencies and linkages to other projects).



This sheet is a guide to help you build S.M.A.R.T. objectives. If you answer the following questions, by the end of the worksheet, you will have built an effective S.M.A.R.T. objective to use in your performance planning. Follow this guide to plan each objective you wish to accomplish.

Specific

Complete the answers to the following questions...

What will you achieve with this objective?

How will you know when it is done? (How will you know it when you see it?)

Measurable w/Measurement

Complete the answers to the following questions...

If applicable, what are the quantity expectations?

If applicable, what are the quality expectations?

If applicable, what are the frequency expectations?

If applicable, what are the cost expectations?



Achievable

Complete the answers to the following questions...

What are the knowledge, skills, abilities and experience needed to achieve the objective?

Are there available resources to help achieve the objective? If so, what are they?

Realistic

Complete the answers to the following questions...

Which strategic priority does it relate to?

Which department or supervisor objective does it support?

Why are you doing this?

Time-oriented

Complete the answer to the following question...

When does it need to be completed?

Are there any time factors or environmental constraints that need to be considered? If so, what are they?

If you have difficulty in defining your objectives, or if you need assistance in your planning process, please call Command-Solutions. We are always ready to assist you with your Emergency Preparedness needs. 314-409-5304 314-803-7418