

## Writing Goals and Objectives Tool

After you have reviewed the Indian Health Diabetes Best Practices and have identified 1 or 2 Best Practices that fit within the scope of your resources, you are ready to set a goal and write objectives.

### How to write a goal.

**Goals** are the broad ambitions of your diabetes program. They are not specific. They should not change too much over time. They are usually one sentence. An example of a goal is: "Our goal is to get kids more physically active."

To get started with writing a goal, try writing a trip goal. For example, our goal is to see the spring wildflowers. Write your trip goal here:

A goal may be to prevent diabetes. Write a goal for your diabetes program here:

### How to write a SMART objective.

- S = Specific (detailed and focused)
- M = Measurable (able to be measured)
- A = Action-oriented (tied to a specific activity)
- R = Realistic (reflects reality for the diabetes program and the people with diabetes)
- T = Time-bound (includes a timeline for completion)

Use the 'objective builder' in the next tool to help you write a SMART objective.

Step 1. Write down a verb (like to increase or to decrease) that corresponds to the best practice activity or action you want to do.

Step 2. Write down exactly what it is you will measure. For example, time, calories, percent fat, number of walks, number of sodas per day and so on.

Step 3. Write down the specific population you want to work with. For example, pre-school youth, youth K-6, elders, and so on.

Step 4. Write down what best practice actions and activities your diabetes program has selected to do as an intervention. For example, promote physical activity in preschool through interactive video games that promote physical movement.

Step 5. Write down the baseline information. This information comes from existing data (audit data, survey, interviews, needs assessment).

Step 6. Write down the time frame that you want to accomplish this objective. For example, it may be the end of the school year, or the end of the calendar year, or the end of the fiscal year or at six months or one year.