**Template to set SMART objectives**

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| **Name of the objective** | | *(Be clear, short, and concise)* | | | | |
| **Relevance** | | *(Why is this objective important for my participants or me? Which impact do I want to have?)* | | | | |
| **Level of relevance of the objective (0 “low or not urgent”, 6 “very important or urgent”)** | | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |  |
| **SMART approach of my objective** | | | | | | |
| **S**pecific: *(What do I exactly want to do? Objectives must be simple, concrete, sensible and easy to understand)* | | | | | | |
| **M**easurable: *(How do I know that I was successful? You must know if you are making progress and demonstrate that the objective was achieved. Think how)* | | | | | | |
| **A**ttainable: *(Can I really achieve the objective? It must be attainable. Do not be poor or conservative with your objectives)* | | | | | | |
| **R**elevant: *(Is the goal important for my participants and me? it must be reasonable, realistic and give results)* | | | | | | |
| **T**ime bound: *(When will you reach this objective? Think about the time needed, set concrete realistic deadlines of work. Set a date to achieve your objective.)* | | | | | | |
| **Activities, actions, or tasks related to this goal that I will carry out** | | | | | | |
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