Instructions

Use this workform to develop the objectives for one of your goals. Complete a separate copy of the workform for each of the goals in your plan. There is space on this workform to create four objectives for a goal. If you want to develop more than four objectives for a single goal, use a second copy of the worksheet.

A. Write the service response on this line.

B. Write the goal on this line.

C. Copy the "Possible Measures" from the complete description of the service response that this goal supports here. The descriptions can be found in part 2 of this book.

D-G1. Write the measure you will use to track your progress toward reaching the goal. You may use one of the measures in the "Possible Measures" section or you may use a measure that is unique to your library.

D-G2. Write the target you intend to reach.

D-G3. Write the date by which you intend to reach the target (for example, 2XXX or annually).

D-G4. Complete the objective template.

    a. Copy the time frame from D-G3 here.

    b. Copy the target from D-G2 here.

    c. Copy the measure from D-G1 here.

D-G5. Put the time frame, the target, and the measure into a sentence that reads smoothly and write it on this line. This is your objective.

A. Service Response: _____

B. Goal: _____

C. Possible Measures from Service Response Description: _____

_____

_____

_____

_____

_____

_____

D. Objective 1

  1. Selected Measure: _____

  2. Target: _____

  3. Time Frame: _____

  4. Objective Template

a. Time Frame	b. Target	c. Measure

  5. Objective 1: _____

_____

_____

(Cont.)

E. Objective 2

1. Selected Measure: _____

2. Target: _____

3. Time Frame: _____

4. Objective Template

a. Time Frame	**b.** Target	**c.** Measure

5. Objective 2: _____

_____

_____

F. Objective 3

1. Selected Measure: _____

2. Target: _____

3. Time Frame: _____

4. Objective Template

a. Time Frame	**b.** Target	**c.** Measure

5. Objective 3: _____

_____

_____

G. Objective 4

1. Selected Measure: _____

2. Target: _____

3. Time Frame: _____

4. Objective Template

a. Time Frame	**b.** Target	**c.** Measure

5. Objective 4: _____

_____

_____

Completed by _____   Date completed _____

Source of Data _____   Library _____