# Task 5: Set clear and realistic objectives, supporting tasks, and action steps to achieve goals

## Method: Goals, Objectives, Tasks, and Actions

**Task Summary:** Achieving your goals requires a top-down, highly structured approach to the actual work that will be done by you and your committees. This task defines each step in the process.

**Directions:** Review the Key Terms and Examples: Goals, Objectives, Tasks, and Action Steps document prior to answeringthe following questions.

1. **What are your objectives for each goal? *(Objectives are the strategies to achieve each goal.)***

***Please write your objectives on the Goal and Strategy template***

1. **What key tasks are necessary for each objective to be achieved? *(Tasks represent the work that must be assigned.)***

***Please write your tasks on the Goal and Strategy template***

1. **What action steps are needed to complete each task? *(Action steps define the work flow.)***

***Please write your preliminary action steps on the Goal and Strategy template***