

Characteristics of Effective Goals

Read the three versions of the goal below. Check each characteristic of the goal that you think applies.

Goal #1: Ensure that research proposals are ready for submission on time

_____ Specific _____ Measurable _____ Attainable
_____ Joint _____ Relevant _____ Challenging

Goal # 2: Organize and coordinate the submission of proposals in a timely manner.

_____ Specific _____ Measurable _____ Attainable
_____ Joint _____ Relevant _____ Challenging

Goal #3: Develop research proposals, including preparing word documents, proposing the budget, obtaining the proper signatures, distributing the forms and copies to sponsors, coordinating all follow-up activities, making revisions in the budget, ensuring the proposal is completed by December 31, 2007.

_____ Specific _____ Measurable _____ Attainable
_____ Joint _____ Relevant _____ Challenging