

WORKSHEET - MEASUREMENT

Objective: To transform your aspirations into specific targets and define how you will prove your success.

STEP 1 - DISTINGUISHING ACTION FROM RESULT

Before writing, distinguish between your **Outputs** (what you do) and your **Results** (what changes).

Output: "We are going to distribute 100 food baskets." (This is an activity).

Result (Outcome): "100 families will have improved food security for 3 months." (This is the impact).

Your main desired change (outcome):

.....

.....

STEP 2 - THE SMART GOAL FACTORY

Take your result above and run it through the SMART filter:

- **Specific** (clear and precise)
- **Measurable** (a number, a percentage)
- **Achievable** (realistic with your resources)
- **Realistic** (meets the needs of Workshop 4)
- **Time-bound** (an end date)

LA METHODE S·M·A·R·T

Commencez dès aujourd'hui à fixer vos propres objectifs commerciaux



smart-visibilite.fr

SMART objective #1:

SMART Objective #2:

(Ex: By December 31, 80% of the 50 participants will report a decrease in their feelings of isolation.)

Grants - from idea to submission

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STEP 3 - THE MEASUREMENT PLAN (PROOF OF SUCCESS)

How will you know that you have achieved these objectives? Note the data collection tool you will use.

- Satisfaction survey (pre-project and post-project)
- Participation statistics (attendance sheets)
- Individual interviews or testimonials
- Clinical observations or skills tests

My main measurement tool will be:

.....

Why is this tool reliable?

.....

STEP 4 - SELF-ASSESSMENT

Review your objectives:

- Is there a **number** in every sentence?
- Is there a **deadline**?
- Would I be able to prove this result with a paper document on the day of the final report?

PRO TIP: DON'T PROMISE THE MOON. IT'S BETTER TO AIM FOR A MODEST GOAL (E.G., 70% SUCCESS RATE) AND ACHIEVE IT WITH SOLID EVIDENCE, THAN TO AIM FOR 100% AND APPEAR UNREALISTIC OR UNABLE TO JUSTIFY A PARTIAL FAILURE.

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