

# Worksheet: Writing an Objective

## **Process Objectives:**

- A. By what date will you be able to measure the results of the activities for this objective? \_\_\_\_\_
- B. How many (what percentage) clients to be affected/served? \_\_\_\_\_
- C. What will be done for them/what will they receive? \_\_\_\_\_
- D. OPTIONAL - Who will provide the services? (type of personnel or organization name)? \_\_\_\_\_.

**Formula:** By \_\_\_\_\_, to provide XXX or XX% \_\_\_\_\_  
*Date* *number/percent* *Clients*  
\_\_\_\_\_ by \_\_\_\_\_.  
*Services to be provided* *Personnel/Organization*

### **Examples:**

“By September 30, 2003, to provide 800 male students at risk for drop out with group counseling on time and anger management by SAC counselors.”

“By June 30, 2002, to conduct a three-day workshop for 20 family/community members committed to being trained as Community Intervention Specialists.”

### **Your Process Objective:**

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## **Outcome Objectives:**

- A. By what date will you be able to measure the results of the funded project? \_\_\_\_\_
- B. By what amount or percentage do you expect to be able to show an increase/improvement or decrease/reduction? \_\_\_\_\_ *Make sure this is a REASONABLE amount.*
- C. What is the change in the client’s condition that you will achieve? \_\_\_\_\_  
\_\_\_\_\_

**Formula:** By \_\_\_\_\_, to increase/decrease \_\_\_\_\_ by XX%  
*Date* *Client condition* *#*  
for \_\_\_\_\_(Client).

**Examples:** “By September 30, 2006, there will be a 5% increase in the retention rate for low-income Hispanic students.”

“By June 30, 2002, at least 75 members of the targeted community will have the capacity to train their peers about family/community disease aspects of substance abuse.”

### **Your Outcome Objective:**

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