

Objectives are goals, targets, or standards for you to focus on over your performance cycle. It is recommended that they are written in the SMART formula:

Specific: Clear and unambiguous.

Measurable: So that you can easily track your standard performance.

Achievable/Actionable: Neither out of reach, nor below standard performance.

Realistic/Relevant – Appropriate to the job band that the job plan is set at.

Time-Bound – So that you know when they should be completed.

Title	Description (what outcome will be delivered?)	Measure (what goals will be set for the year?)	Support (What will your manager do to help achieve the outcome?)	Start Date	Due Date	Status
Editorial						
Production						
Teamwork/Communication						