

Use this document to draft the major goals of the office and the measurable objectives related to each goal. Goals are broad statements about how the unit will fulfill its mission. Operational goals deal with the functions, demands, resources, and efficiencies of the administrative unit. Student goals address how the unit contributes to the success or development of students. An objective is a step that can be taken to meet a goal, and must be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

Mission Theme 1

After parsing the mission into its distinct themes, describe the 1st here.

**Goals**

What operational or student goals must be met to address this major component of the mission?

**SMART Objectives**

What measurable steps can be taken to meet this goal?

Mission Theme 2

After parsing the mission into its distinct themes, describe the 2nd here.

**Goals**

What operational or student goals must be met to address this major component of the mission?

**SMART Objectives**

What measurable steps can be taken to meet this goal?

Mission Theme 3

After parsing the mission into its distinct themes, describe the 3rd here.

**Goals**

What operational or student goals must be met to address this major component of the mission?

**SMART Objectives**

What measurable steps can be taken to meet this goal?