



Goals and objectives template

Use this template to set clear, meaningful objectives – for yourself or with someone in your team. Whether you're working on building confidence or leading a project that impacts the wider business, this is about setting goals that feel personal, purposeful and achievable.



Your name:

Role:

Date created:

Review date:

Objective	Who's responsible?	Why does this matter?	What does success look like?	How will progress be tracked?	Deadline or milestones
<i>Be as specific as you can - what are you aiming to achieve?</i>	<i>Who owns this goal? Is anyone else supporting or involved?</i>	<i>Why is this goal important for you, your team or the business?</i>	<i>What will a good outcome look like in practice? Include numbers if helpful.</i>	<i>Think about how and what you'll use to measure progress - maybe a shared doc, regular check-ins or reports.</i>	<i>When do you want to achieve this by? Add key dates or milestones if helpful.</i>

What next?

Once you've set your objectives, make sure they're stored somewhere secure and easy to access – ideally somewhere both you and the person working on them can refer back to.



Keeping goals visible helps build momentum, makes check-ins easier and ensures everyone's on the same page.

Check this out

Want an even simpler way to set and track objectives with your team – all in one secure place?

Check out Breathe's objective setting tool. It gives you a shared online space to create, update and review goals together – without the faff. Easy to use, clear to follow, and built to support meaningful progress.



[Explore how it works](#)

