

# Smart Communication Objective Tracking Sheet Table

ID	Specific Objective	Measurable Indicators	Achievable Actions	Relevance to Goals	Time-bound Deadline	Progress Notes	Status
Example	[Detailed Description]	[Key Performance Indicators]	[Steps to Achieve]	[Alignment with Overall Goals]	[Specific Deadline]	[Ongoing Observations]	[Current Status]
1							
2							
3							
4							
5							

# Instructions for Use:

- Objective ID:** Assign a unique identifier for each objective for easy reference.
- Specific Objective:** Clearly define the communication goal. Ensure it's precise and unambiguous.
- Measurable Indicators:** Identify key performance indicators (KPIs) that will help measure the success of the objective.
- Achievable Actions:** List the steps or actions required to achieve the objective. Ensure these actions are realistic and attainable.
- Relevance to Goals:** Explain how the objective aligns with broader organizational or project goals.
- Time-bound Deadline:** Set a specific deadline for achieving the objective.
- Progress Notes:** Use this column to keep track of ongoing observations, updates, and adjustments.
- Status:** Indicate the current status of the objective (e.g., Not Started, In Progress, Completed, On Hold).

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