

Step 6: Set Goals and Objectives: This step involves determining what you want to achieve and identifying the necessary steps to reach your desired outcome. the goals and objectives are centered around creating positive change within the local government environment (LGE) to improve the community. If you are working alone, identify what you want to achieve and break it down into smaller, achievable steps. Define specific, measurable, achievable, relevant, and time-bound (SMART) objectives that align with your overall goal

- 1) **Specific:** Make your goals clear and easy to understand. Don't use confusing or unclear words.
- 2) **Measurable:** Make your goals something you can count or measure. This way, you can see your progress and know if you need to make changes.
- 3) **Achievable:** Make your goals possible to reach with the time, resources, and limits you have. This way, you can make progress without getting upset or disappointed.
- 4) **Relevant:** Make your goals match the big picture of your project or group. This makes sure your work goes toward the most important things.
- 5) **Time-bound:** Give your goals a deadline. Knowing when something needs to be done helps you stay focused and get things done.