



Zielony  
Lider

# WORKSHEET

TASKS AND GOALS



GREEN  
INDUSTRY  
FOUNDATION

**BAB  
HUSKY**



Współfinansowane przez  
Unię Europejską

## Worksheet no. 1

Describe in your own words what the goal and task of the project are. Provide examples of tasks and goals.

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## Worksheet no. 2

From the list below, indicate which of the following statements are goals and which are tasks.

- A. We will replace 60% of all light bulbs in our office with LED bulbs. B. We will reduce our monthly electricity bills by 20% this year by using natural light and installing 10 smart plugs that automatically turn off the lights at night.
- C. We will significantly reduce water consumption.
- D. We will reduce our carbon footprint
- E. We will reduce water consumption by 33% in the next 12 months by installing motion sensors on all taps in the office.
- F. We will use more renewable energy
- G. We will install 10 solar panels in the next 3 years to meet 20% of our company's energy needs.
- H. Replace 100% of plastic cups with biodegradable cups and eliminate 100% of plastic water bottles in 12 locations by 2030.
- I. We will eliminate plastic waste

Objectives .....

Tasks .....

## Worksheet no. 3

Decide which of the expressions listed characterize individual elements of the SMART technique, and then write the letters next to them in the correct places.

- A. The task should be realistic and achievable within available resources.
- B. Each task must have a clearly defined completion date.
- C. The task should describe exactly what is to be achieved.
- D. The task should, whenever possible, be expressed in objective indicators such as numbers, percentages, etc.
- E. The task should be significant and related to the main goal.
- F. The task should clearly state the expected results.
- G. The task should be measurable or assessable.
- H. The task should be specified within a specific deadline or period.
- I. The task should be formulated precisely and unambiguously.
- J. The task should be challenging, but at the same time achievable.

Specific: .....

Measurable: .....

Achievable: .....

Important: .....

Timed: .....

## Worksheet no. 4

Together with your neighbors, you want to create a community garden in the estate, which will be used for growing vegetables and flowers, meetings and integration, educational activities and cultural events. Create a SMART task for the above goal using the template below and answering the questions therein.

Initial task (enter the task you have in mind):

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1. Specific (What do you want to achieve? Who should be included? When do you want it done?)

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2. Measurable (How can you measure your progress and know if you have achieved your goal?)

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3. Achievable (Do you have the skills required to achieve the task? If not, can you acquire them? What is your motivation to achieve this task? Is the effort required equal to what the task will achieve?)

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4. Relevant (why am I assigning this task now? Is it consistent with the overall goal?)

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5. Time-bound (what is the deadline and is it realistic?)

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SMART task (review what you wrote and update the wording of the task you entered at the beginning based on what the answers to the questions above revealed):

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.....  
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## Worksheet no. 5

### STEP 1

In the middle column, number and list 10 tasks that you have to complete on the first day after returning from the training. Don't think now about the planned sequence of tasks, their importance or urgency. Just write down the ones that come to mind after thinking about it. For the purposes of this exercise, there should be 10 tasks - no less and no more.

Urgency criterion	Task number and name	Validity criterion

### STEP 2

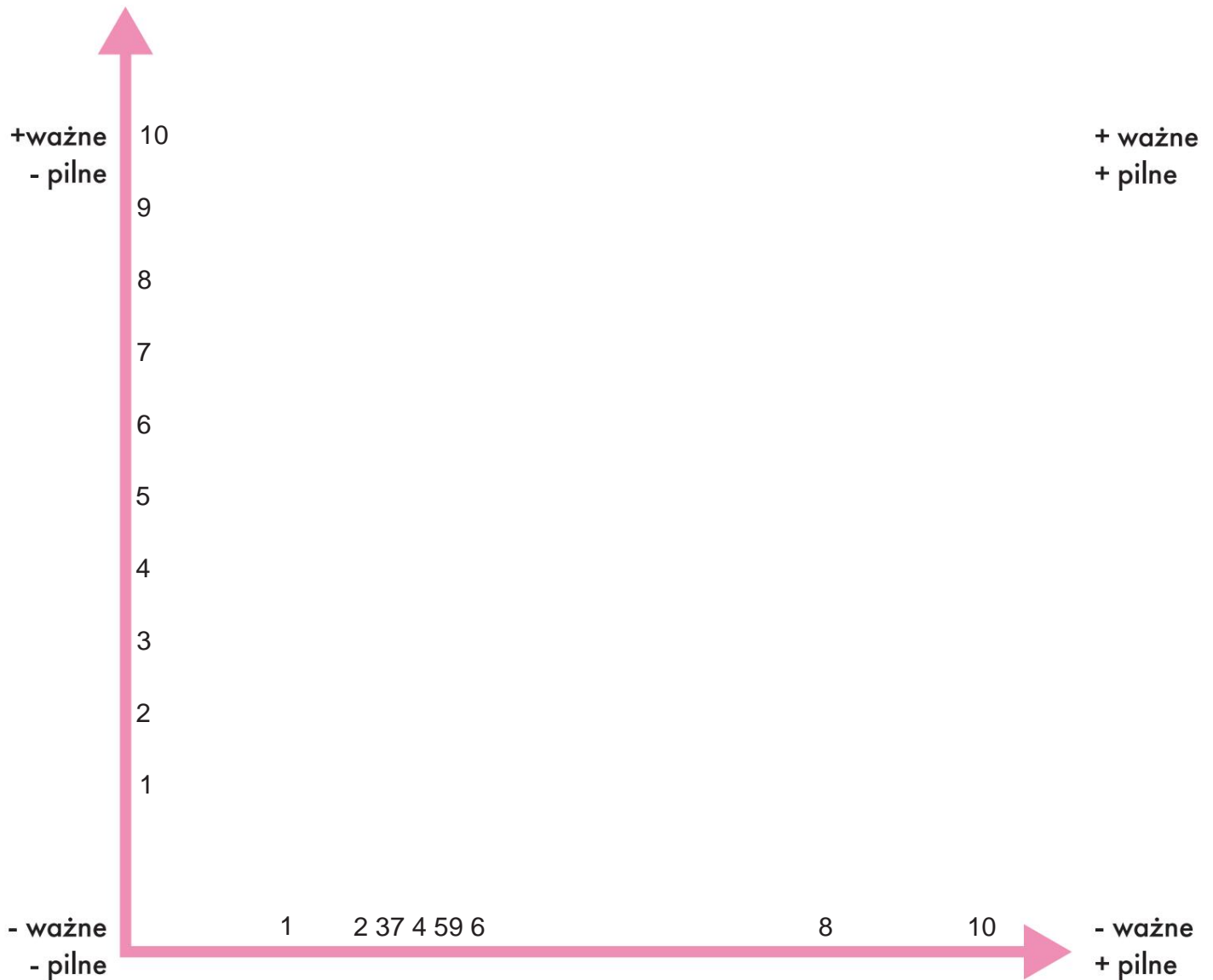
The first column on the left is a place to determine the IMPORTANCE rank of a given task. The column on the right is the URGENCY criterion (priority of execution in the context of all collected tasks). Assign a criterion of importance and urgency to each sentence, assuming that a rank of 10 points is the maximum and 1 point is the minimum.

You can only use each rank once.

### STEP 3

Based on the values written down, each of your tasks has obtained two values, which you can now plot on the coordinate system.

#### Podział zadań : WAŻNE I PILNE



### STEP 4

Now compare the above coordinate system with the Eisenhower Matrix