

Green Point Toolkit – Objectives and Target Template

Setting objectives and targets can help you to improve the environmental performance of your organisation. Use the table below to record your ideas for environmental improvement.

Objective	Specific Target	Measurable Quantitative unit used to monitor and measure Qualitative evidence to show achievement	Achievable How this objective will be achieved	Responsibility Assigned Name of person responsible for this objective	Timebound Timescale for Completion
E.g. Reduce waste to landfill	Achieve 25% reduction in waste to landfill by arranging a recycling collection	Volume of waste sent to landfill and volume of waste sent for recycling.	Arrange for a recycling collection. Provide separate bins in the workshop and clearly label each bin to help with waste segregation. Train staff on which wastes can be recycled and which must be sent to landfill.	Paul Cordes	February 2014

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