

How to Set Reduction Targets



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“If you do not measure it, you cannot manage it”.

Step 1: Understand where energy is being used

(Please refer to the separate document “How to carry out a basic energy audit”)

1. Review your energy bills to ensure they are right – Check against the respective meters or if available more detailed metering information, such the half hourly metered data.
2. Undertake and understand the findings of an energy audit
3. Reconcile the audit assessment to actual usage/ billing data

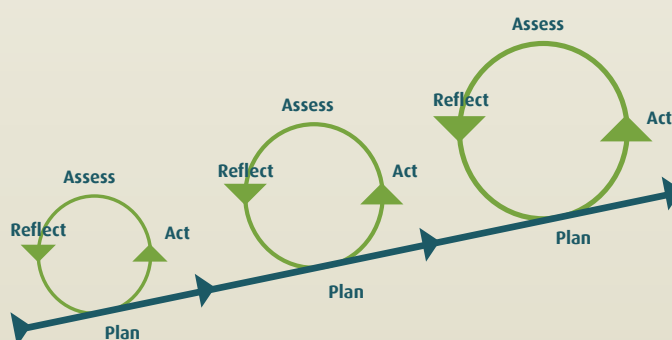
Step 2: Set Reduction Targets:

The outcomes of the energy review above should identify energy savings opportunities. These should be developed into an Action Plan.

Action Plans objectives should be SMART:

Specific:	Outcomes are well defined
Measurable:	Completion outcomes are measurable
Agreeable:	Is the objective appropriately understood and supported
Realistic:	The objective is realistic given the available resources
Time scaled:	The objective is doable within the timescale and resources allowed

Step 3: Continuous Improvement



For further support and details of any opportunities for grant funding please contact a Carbon Charter advisor.