

SMART GOALS – TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A SMART goal is:

Specific (and strategic): Linked to position, departmental goals/mission, and/or overall Service Center goals and strategic plans. Answers the questions—Who? and What?

Measurable: The success toward meeting the goal can be measured. Answers the question—How?

Attainable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.

Relevant (results oriented): The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Time framed: Goals have a clearly defined time-frame including a target or deadline date.

Examples:

Not a SMART goal:

- I will improve my writing skills.
- **I will become a better teacher.**

Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

SMART goal:

- I will improve my writing skills through the use of electronic feedback to correct errors within my emails, articles, reports, and other forms of written communication so that by January 5, 2014 I will be generating written communication that is 98% free of standard grammatical errors.
- **I will improve my instruction by learning through the reading of books and attending workshops about the instructional strategies of active engagement and using writing for student reflection on their learning and then implementing those strategies on a daily basis by February 28, 2014 as demonstrated by my lesson planning and through student-generated products.**

SMART Goal Sample Form

Specific – WHO? WHAT?

I will improve my writing skills...

I will improve my instruction...

Measurement/Assessment – HOW?

...through the use of electronic feedback to correct errors within my emails, articles, reports, and other written forms of communication...

...by learning through the reading of books and attending workshops about the instructional strategies of active engagement and using writing for student reflection on their learning and then implementing those strategies...as demonstrated by my lesson planning and student-generated work.

Attainable/Achieve – REASONABLE?

It is possible to become aware of common grammatical errors as identified by spell check and the Microsoft Word software to become a better writer.

I can implement the strategies as I know them now, and then make adjustments to my instruction as my knowledge expands.

Relevant – EXPECTED RESULT?

...I will be generating written communication that is 98% free of standard grammatical errors.

...and then implementing those strategies on a daily basis...

By

Timed – WHEN?

...so that by January 5, 2014

...by February 28, 2014...

SMART Goal Planning Form

Specific – WHO? WHAT?

Measurement/Assessment – HOW?

Attainable/Achieve – REASONABLE?

Relevant – EXPECTED RESULT?

By

Timed – WHEN?