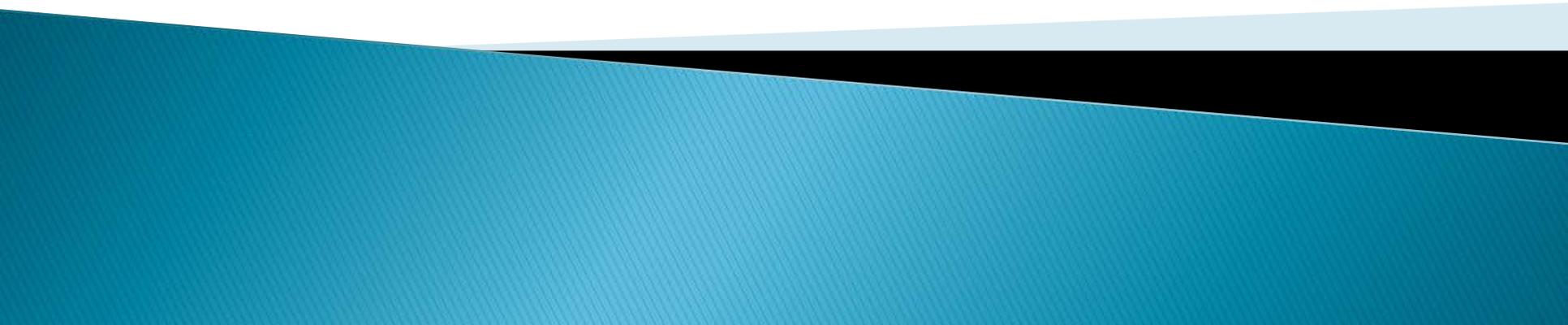


S.M.A.R.T. Goals

Tools for making goals a reality



S.M.A.R.T. Goals are...

- ▶ Specific
- ▶ Measurable
- ▶ Attainable
- ▶ Realistic
- ▶ Timely



Specific

- ▶ Specific goals answer the following questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements/constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable

- ▶ To determine if your goal is measurable, ask questions such as
 - How much?
 - How many?
 - How will I know when it is accomplished?

Attainable

- ▶ The goal is “do-able”
 - ▶ It is action-oriented
 - ▶ It is “within reach” of mortals!
-
- ▶ **A** may also stand for Action-oriented and that requires *action* verbs in the goal!

Realistic

- ▶ The goal must be an objective toward which you are both willing and able to work.
 - ▶ Again, it must be “do-able”
 - ▶ People must believe it can be accomplished
- 

Timely

- ▶ You should establish a timeframe
- ▶ The timeframe *must* be realistic
- ▶ Everyone needs to know the timeframe...make it public

- ▶ ** **T** may also represent Tangible in that you can experience it with one of your senses!

Time to think...and write

Craft a personal goal

Craft a personal professional goal

Craft a goal for your staff for the upcoming school year



Use the S.M.A.R.T. techniques