

Creating S.M.A.R.T. Goals for Your Team

S = Specific and Strategic – Goals should be specific so that at the end of the evaluation cycle educators and evaluators can determine whether they have been achieved. Goals should also be strategic, i.e., serve an important purpose for students, the school, and/or the district.

M = Measurable – Goals should be measurable so that progress toward your goal can be evaluated.

A = Action Oriented – Goals have active, not passive verbs. The action steps attached to the goals indicate who is doing what and establish a clear list of items to be completed.

R = Rigorous and Realistic – Goals should make clear what will be different as a result of achieving the goal. A goal needs to describe a realistic yet ambitious result. It needs to stretch the educator, team, or office staff toward improvement, but it should not be out of reach.

T = Timed and Tracked – A goal needs to have a final deadline, as well as interim deadlines by when key actions will be completed and benchmarks will be achieved. Tracking the progress on both action steps and outcome benchmarks is important, as they help educators know whether they are on track to achieve the goal, and give educators information they need to make midcourse corrections.

Today's Date: _____ Date you will achieve your goal: _____

Specific goal - in one sentence? _____

Action Plan for Team Members			
Task / To-Do Item	Responsible Teammate(s)	Completion Date Expected	Actual Date Completed

