

Evaluating SMART Goals

Answer the following questions for each goal statement that you write to make sure they are **SMART**! Remember, goals and strategies reach beyond what you plan to do to the results you wish to **achieve**.

S = Specific	<ul style="list-style-type: none"> • Is the goal easy to understand? • Does it specify desired results? • Does it use concrete action verbs? • Do the actions define the goal by answering who, what, when, why and how?
M = Measurable	<ul style="list-style-type: none"> • Do you describe how the result(s) of each goal will be measured? • Can this goal be measured using numbers (is it “quantitative”)? • Have you decided what measure will indicate “success”? • Can you answer the following questions: How will I <u>know</u> the result has been achieved? How will I <u>show</u> the result has been achieved? How and when will the data be collected?
A = Achievable	<ul style="list-style-type: none"> • Do you and/or your school have the tools and resources necessary to accomplish this goal? • Is achieving this goal realistic? • Are sufficient intermediate action steps included to achieve this goal? • Is the goal within your control and/or influence?
R = Relevant	<ul style="list-style-type: none"> • Is the goal aligned with, support, and contribute to your district and building improvement plan? • Is this goal included in and support your comprehensive guidance and counseling program improvement plan?
T = Time Framed	<ul style="list-style-type: none"> • What is the specific time frame to achieve this goal? • Is the time frame reasonable? • Have all factors and outside influences in achieving this goal been considered when developing the time frame? • Are progress accountability steps for short term and long term actions included? • Is the time for completion of goal defined?