A SMART goal is a goal that is specific, measurable, attainable, relevant and time based. In other words, a goal that is very clear and easily understood.

**SPECIFIC**
The goal must clearly state what is to be achieved, by whom, where and when it is to be achieved. Sometimes it may even state why that goal is important.

Not all of these questions will apply to every goal, but it is important to ask all the questions in order to assess how specific your goal is and make it as clear as possible.

**MEASURABLE**
Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal.

It has been said that what cannot be measured cannot be managed.

**ATTAINABLE**
You should ensure that the goals you set are achievable.

Firstly, you must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them.

This is equally important when setting goals for a group, that the group believes they are attainable, otherwise they will not work wholeheartedly towards achieving them.

Agreement and participation in the SMART goal setting process is important to ensure that most people are happy with how realistic the goals are.
RELEVANT
Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding your school and district vision, mission and purpose is critical in this respect. Sometimes you can be tempted to do something simply because it is easy and sounds great, only to discover later on that it has no long term importance to what you want to achieve for students.

Do those things that are most important and in line with your school and district vision and mission.

TIME-BASED
This sometimes overlaps with the goal being specific, but it aims to ensure that you put a time-frame to your goals. Someone said a goal is a dream with a time-frame to it. Simply deciding by when you want to achieve something can be a good motivator.

It can prevent you from procrastinating because you know that you are working to a deadline.

“Failing to plan is planning to fail”
If you find yourself unable to set a SMART goal it is more than likely that your future plans are not clear enough and need to be worked on. Furthermore do not get tempted to skip the process of SMART goal setting and “get on with it” without fully analyzing your goals.
## GOALS

<table>
<thead>
<tr>
<th>INTENTION</th>
<th>SPECIFIC</th>
<th>Measurable</th>
<th>Attainable</th>
<th>Relevant</th>
<th>Time Based</th>
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</thead>
<tbody>
<tr>
<td>What is it that you want to achieve?</td>
<td>Who?</td>
<td>How Much?</td>
<td>Achievable?</td>
<td>Is it important to what you want to achieve ultimately?</td>
<td>When?</td>
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<td></td>
<td>What?</td>
<td>How often?</td>
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<td>Why?</td>
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<td>When?</td>
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Phrasing your smart goals

In the spaces below, develop a statement defining your specific goal, incorporating as many of the elements that you worked on as possible into the statement. This will include the actions you plan to take to meet this goal, your timeline, and how it will meet the school, district and GUA goal you are addressing.

GOAL 1:

GOAL 2:

GOAL 3:

GOAL 4: