

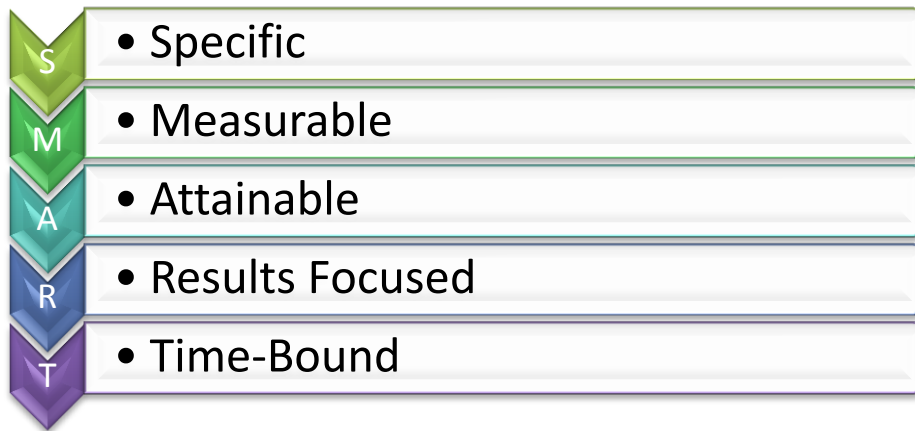
S.M.A.R.T. Goals

Goal writing can be a challenge and at times seem overwhelming when you start to explore your options and your interests. The following information is designed to help you navigate through this step in the professional development process.

What is a S.M.A.R.T. Goal?

While you may be familiar with the acronym, for clarity purposes S.M.A.R.T. goals are Specific, Measurable, Attainable, Results Oriented, and Time-bound.

Smart Goals



Writing S.M.A.R.T. Goals

Developing sound goals is critical to managing our professional development performance. Each year we are asked to set, revise, or report on our goals.

A S.M.A.R.T goal is defined as one that is specific, measurable, attainable, results-focused, and time-bound. Below is a definition of each of the S.M.A.R.T goal criteria.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Specific is the What, Why, and How of the S.M.A.R.T. model.

Example: By August 1, 2015, implement a new evaluation system for educators to include Domain 5 student performance as required by the State of New Hampshire waiver.

Explanation of Example:

“Implement a new evaluation system” = what

“to include Domain 5” = how

“required by State of NH waiver” = why

Masurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal.

Example: By August 1, 2015, implement a new evaluation system for educators to include Domain 5 student performance as required by the State of New Hampshire waiver.

Explanation of Example:

The essential metric is whether or not the system is operational by August 1, 2015.

Attainable: Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

You can meet most any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Attainable goals motivate employees. Impossible goals demotivate them.

Example: By August 1, 2015, implement a new evaluation system for educators to include Domain 5 student performance as required by the State of New Hampshire waiver.

Explanation of Example:

In order for you to reach this goal, you must have a skill set, in this case in the area of evaluation, that allows you to understand the nature of the goal, and the goal must present a large enough challenge for you to remain interested in and committed to accomplishing it.

Results-focused: Goals should measure outcomes, not activities.

Example: By August 1, 2015, implement a new evaluation system for educators to include Domain 5 student performance as required by the State of New Hampshire waiver.

Explanation of Example:

The result of this goal is a process that allows educators to more competently evaluate their performance and develop their skills.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

Example: By August 1, 2015, implement a new evaluation system for educators to include Domain 5 student performance as required by the State of New Hampshire waiver.

Explanation of Example:

August 1, 2015 provides a time-bound deadline.

The concept of writing S.M.A.R.T. goals is very important for accomplishing individual goals, which in turn are linked to school goals and strategic plans. It is also critical for ensuring good communication between supervising administrators and educators so there are no surprises during summative evaluations.

The following questionnaire will assist you in creating S.M.A.R.T. goals. Begin by writing your goal as clearly and concisely as possible. Then answer the related questions. Conclude by revising your goal, in the space allotted. Should you have any questions or require assistance, please contact your Professional Development Committee Representative and supervising administrator.