

Creating SMART Goals

Specific, Measurable, Attainable, Realistic, Timely

Specific: A specific goal has a much greater chance of being accomplished than a general goal.

A specific goal answers six “W” questions:

- Who: Who is involved?
- What: What needs to be accomplished?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Specific reasons, purpose, or benefits of accomplishing the goal.

Measurable: Establish concrete criteria for measuring progress toward the attainment of each goal. When measuring progress, stay on track, reach target dates, and experience the achievement promoting continued effort required to reach the SMART goal. To determine if the goal is measurable, ask questions such as the following:

- How much?
- How many?
- How to know when the goal is accomplished?

Attainable: SMART goals are attainable when action steps are planned wisely with an established time frame that allows for an appropriate amount of time to address the needed actions steps.

Realistic: To be realistic, a goal must represent an objective toward something that is important to address and be a goal the team is willing to commit to working toward.

Timely: A goal should be grounded within a time frame. A time frame guarantees a sense of urgency.

Sample SMART Goals

- By the spring of 2024, Sample School District will reduce the percentage of 3rd-8th graders scoring Does Not Meet Expectations from 56% to 50% as determined by MAP Reading Projected Proficiency.
- Apple Elementary students in grades K-5 will increase phonics proficiency (on or above grade level) as measured by the iReady Diagnostic from 28% to 50% in the spring of 2024.
- By the spring of 2024, 3rd graders at XYZ Elementary will increase the percentage of students scoring Meets and Exceeds as measured by SC Ready from 58% to 63%.

Adapted from <http://topachievement.com/smart.html>