Welcome to SMART Goals presentation. This presentation provides an introduction to SMART Goals and instructions for writing them. At times during the presentation, you may want to pause to allow yourself time to write. Examples included at the end of the presentation may or may not apply to your role specifically, but will still help you to better understand how to create a SMART Goal.

This presentation acts as an introduction to SMART Goal writing, explains what SMART Goals are, why they are used, and finally allows time to practice writing SMART Goals.

Why SMART Goals?

- Goals state a desired future achievement

- SMART goals assist in "getting focused"

- SMART goals help define exactly what the "future state" looks like and how it will be measured

- SMART goals show others how their work "aligns" and relates to the focus of the school

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A SMART goal indicates a specific way to articulate and focus goals.

What Are SMART GOALS?
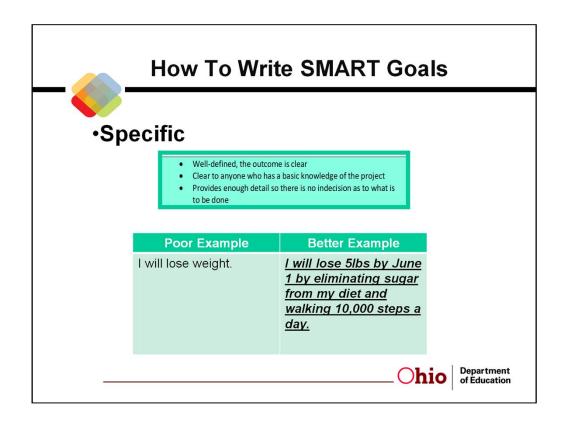
- **S**pecific
- **M**easurable
- **A**ttainable
- **R**esults-oriented/Relevant
- **T**ime-bound

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The acronym SMART identifies the areas of focus in goal-setting. It stands for Specific, Measurable, Attainable, Results-oriented or relevant, and Time-bound. Other terms have been associated with these letters, but the Ohio Department of Education uses these.

How To Write SMART Goals

•Specific

- Well-defined, the outcome is clear
- Clear to anyone who has a basic knowledge of the project
- Provides enough detail so there is no indecision as to what is to be done

Poor Example	Better Example
I will lose weight.	*I will lose 5lbs by June 1 by eliminating sugar from my diet and walking 10,000 steps a day.*

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A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal answer the six "W" questions.

•Who is involved?
•What do I want to accomplish?
•Where will the action take place?
•When will the goal be achieved?
•Why is this goal important?

For educators, goal setting should consider the larger school community. Make sure it meets your needs and is linked to the bigger picture of the school goals. Try to avoid using words such as *try, could, should* or *maybe* as they indicate the goal is not concrete.

How To Write SMART Goals

• Measurable

- Know if the goal is obtainable and how far away the completion is
- Know when it has been achieved
- Identify the measurement instrument to be used
- Able to determine if it has been achieved because you can count it or see it

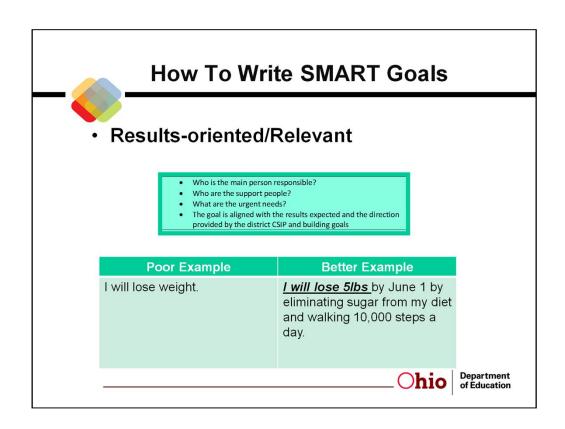| Poor Example	Better Example
I will lose weight.	I will lose **_5lbs_** by June 1 by eliminating sugar from my diet and walking **_10,000 steps a day._**

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Establish concrete criteria for measuring progress toward the attainment of each goal. To determine if your goal is measurable, ask questions such as:
•How many?
•How much?
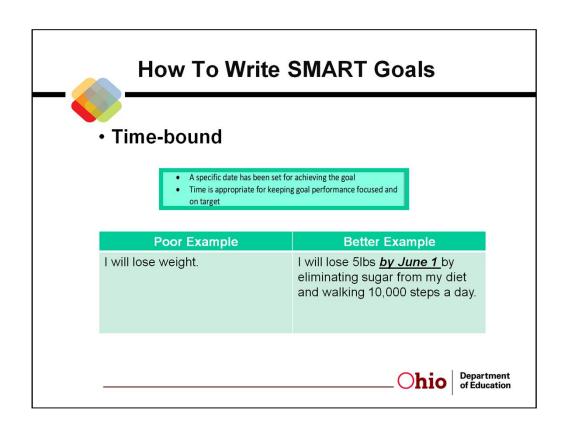•To what degree?
•How will I know when it is accomplished?

 This example has a clear measurability. The scale will indicate whether the goal has been achieved.

How To Write SMART Goals

• Attainable

- Agreement with all the stakeholders what the goals should be
- Achievable; a goal may be a stretch, but is possible with the current team and resources
- Clearly defined steps

Poor Example	Better Example
I will lose weight.	I will lose **_5lbs_** by June 1 by eliminating sugar from my diet and walking 10,000 steps a day.

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Identify the most important goals, then determine how to attain them. Work to develop attitudes, abilities, skills, and financial capacity to reach them. For example, 5 pounds is an attainable weight loss within the time period stated.

How To Write SMART Goals

• Results-oriented/Relevant

- Who is the main person responsible?
- Who are the support people?
- What are the urgent needs?
- The goal is aligned with the results expected and the direction provided by the district CSIP and building goals

Poor Example	Better Example
I will lose weight.	*I will lose 5lbs* by June 1 by eliminating sugar from my diet and walking 10,000 steps a day.

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A results-oriented or relevant goal represents a worthwhile objective. Goals should be important to the work and focus on results. Weight loss is both relevant and results-oriented.

How To Write SMART Goals

• **Time-bound**

> • A specific date has been set for achieving the goal
> • Time is appropriate for keeping goal performance focused and on target

Poor Example	Better Example
I will lose weight.	I will lose 5lbs **_by June 1_** by eliminating sugar from my diet and walking 10,000 steps a day.

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Any effective goal must have a target date. A deadline set too far in the future invites procrastination. A short term goal could be unrealistic and discouraging.

How To Write SMART Goals

Long Term Goals

vs.

SMART Goals

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Long-term goals are different from SMART goals. Long-term goals describe future aspirations such as getting a job or earning a masters degree. Without short-term goals defining the steps to large scale achievements, long-term goals are too easily dropped.

Let's practice writing SMART goals. Pause the presentation after the sample is given to allow time to write.

Writing SMART Goals

Goal:	
Specific	• Well-defined, the outcome is clear • Clear to anyone who has a basic knowledge of the project • Provides enough detail so there is no indecision as to what is to be done
Measurable	• Know if the goal is obtainable and how far away the completion is • Know when it has been achieved • Identify the measurement instrument to be used • Able to determine if it has been achieved because you can count it or see it
Attainable	• Agreement with all the stakeholders what the goals should be • Achievable; a goal may be a stretch, but is possible with the current team and resources • Clearly defined steps
Relevant/Results-Oriented	• Who is the main person responsible? • Who are the support people? • What are the urgent needs? • The goal is aligned with the results expected and the direction provided by the district CSIP and building goals
Time-bound	• A specific date has been set for achieving the goal • Time is appropriate for keeping goal performance focused and on target

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Consider these clarifications for each characterisitc of SMART goals.

Writing SMART Goals

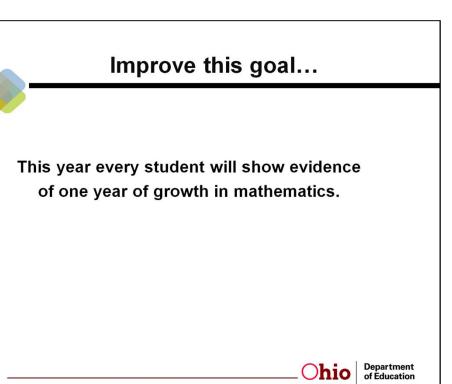**Write SMART Goals**   **Process Model**

State an Intention to Engage in Learning	Describe an Area of Focus for the Learning	Include the Rationale	Add the Activities	Predict a Completion Date (Optional)
I will acquire	Multiple strategies	To improve classroom discipline	By participating in a building-level book study	January-March 2008
I will investigate	Interdisciplinary strategies	To incorporate more connections between core subjects in my classroom	By participating in Sustainable Development's distance learning course on interdisciplinary education	Summer 2008
I will enhance my abilities in teaching	Special needs students	To improve student learning	By attending ASCD's Differentiation Conference	July 4-8, 2008
I will enhance my skills	In both interpreting and using data	To appropriately adjust instruction to enhance student learning	By participating in online training on Value-Added	April-June 2008

NOT	NOT
I am getting my master's degree	Going to Value-Added Workshop
INSTEAD	INSTEAD
I am taking graduate coursework in collaborative learning to implement in my classroom and to work toward my master's degree.	I will acquire new ways of approaching and using data through Value-Added training and follow-up.

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Improve this goal…

This year every student will show evidence
of one year of growth in mathematics.

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Pause here to practice.

Writing SMART Goals

Original: *This year every student will show evidence of one year of growth in mathematics.*

- *SMART GOAL:* **During the 2011-12 school year, 85% of all students will improve their math problem-solving skills as measured by a 1.0 year gain in national grade equivalent growth from the 2010-11 to the 2011-12 ITBS math problem solving sub test.**

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The revised goal includes

• A specific time span

• A specific skill outcome

• A defined method of measurement

Improve this goal…

I will increase parent and community
understanding of student growth by leading three information
sessions by the end of the 2011-2012 school year.

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Pause to allow time to work.

Writing SMART Goals

Original: *I will increase parent and community understanding of student growth by leading three information sessions by the end of the 2011-2012 school year*

SMART GOAL: I will increase parent understanding of student growth by leading three information sessions in August of 2011. Participants will be asked to complete exit surveys to assess their understanding.

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This goal was made more informative but lacked a method for determining success.

Writing SMART Goals

Now- think like a………

PRINCIPAL

Resident Educator

TEACHER

……….and write your own goal.

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Create your own goal. Start by reviewing the appropriate set of standards or by reflecting on your practice through a self-assessment or analysis of student work.