





SMART Goals

for Action Planning



Action Planning Tip: When setting goals, follow the SMART structure. Use the questions below to create your goals.

S	SPECIFIC	<p>A. What exactly do you want to achieve? B. Who is involved or responsible? D. Why is this goal important?</p> 
M	MEASURABLE	<p>A. How will you track progress? B. What are the key performance indicators (KPIs)? C. How will you know when the goal is accomplished?</p> 
A	ACHIEVABLE	<p>A. Is the goal realistic given your resources and constraints? B. What steps or actions will you take to reach the goal? C. Do you have the necessary skills and support?</p> 
R	RELEVANT	<p>A. Does the goal align with your district objectives? B. Will it contribute to long-term success and growth? C. Is now the right time to pursue this goal?</p> 
T	TIME-BOUND	<p>A. When will you start working on the goal? B. What is the target completion date? C. Are there any milestones or checkpoints?</p> 