

SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

S – Strategic and Specific

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

M – Measurable

Establish concrete criteria for tracking progress and determining success.

A – Attainable

Select a goal you have a reasonable expectation of achieving (a “stretch” goal that is not easy, but doable).

R – Results-based

Clearly define the results you expect to see.

T – Time-bound

Establish a starting and ending date for completion of the goal.

Leadership Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s), and end date.
I will attend meetings and show interest in City/School partnership. Helping lead/expressing partnership and helping with ideas to grow our community. I will also Create two committees utilizing school information with city information to make decisions in the Budget Committee and Tripoli Progress Committee	I will participate in 7-10 Community (formal and informal) meeting (the best I can being shared). To find out what constituents want done within our community to help promote growth in our school district.	I will attend meetings, but the likelihood of being the difference is only 50/50 being I'm a non-voting member. I do believe the partnership will be looked upon as being a good combination between school and city.	I will use attendance at the meetings I attend and attendance at our new committees	July 2018.

Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

Learning Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s), and end date.
I want to learn the drawback of why the city is not able to bring in new housing projects/small businesses. How our committees can bridge the gap.	Continue Support of city government through partnership with the school	I will do my best to support and encourage the city/school partnership. I believe the connections that we start will result in more communication and partnerships within our community.	The numbers of meetings and the value of the partnership between the school and city.	Oct. 2017-July 2018. Review in Sept. Of 2018

Final learning goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

