

Goal Writing Worksheet

Goals should be SMART in order to be meaningful and achievable. This worksheet is designed to help your leadership team be smart about developing goals. Write your goals in the goal statement section of the worksheet and review the quality of your goals by evaluating them against the reflective questions provided on the worksheet. If your leadership team answers “no” to any of the questions, revise your goal to fit the criteria of a well written goal.

Smart Goal Criteria

- S: Specific and clearly stated
- M: Measurable and based on data
- A: Attainable and realistic
- R: Related to student achievement and performance
- T: Time bound

Sample Goals

“To increase by 10 percent the number of students meeting standards on the district Grade 5 math assessments by spring of 2018.”

“Reading proficiency as measured by the ISAT will increase by an average of 12% a year between 2016 and 2018.”

Now, write your goals in the boxes below. Answer the questions below to determine if you have written a goal that measures up.

Goal Statement:			
Goal Review	Yes	No	Comments
Is the goal specific and clearly stated?			
Is the goal measurable and based on formative and/or summative data?			
Is the goal attainable and realistic?			
Is the goal related to student achievement and performance?			
Is the goal time bound?			
Make revisions to your goal if you answered no to any questions.			