

Districts in Action

National Center for Learning and Civic Engagement
700 Broadway St # 810
Denver, CO 80203
303.299.3600

National Youth Leadership Council
1667 Snelling Ave N
Saint Paul, MN 55108
651.631.3672

SMART Goals: Critical Attributes

S Specific

Purpose: Goals should be specific in order for your aspirations to be as clear as possible for yourself and others who are invested in helping you accomplish your goals.

Guiding Questions:

- Who is involved with your goal?
- What do you want to accomplish?
- Where will it be done?
- Why do you want to do this? Which constraints and/or requirements apply to this goal?
- How will you accomplish this goal?
- How will you make your goal clear to others?

M Measurable

Purpose: Goals should be measurable in order to easily measure progress toward reaching your goal.

Guiding Questions:

- How can you track the progress and measure the outcome of this goal?
- How will you know when my goal is accomplished?
- If possible, how can your results be measured by a quantity? Include a quantity about how many, how much, etc.

A Attainable / Achievable / Appropriate

Purpose: Goals should be attainable to make sure they are ambitious, but not wildly out of reach.

Guiding Questions:

- Is the goal reasonable enough to be accomplished within the timeframe specified?
- Is it reasonable to accomplish this goal given any other constraints there might be?
- Does everyone involved agree that the goal is appropriate?

R Relevant

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Purpose: Goals should be relevant in order to best relate to your professional beliefs and visions for your professional growth.

Guiding Questions:

- How is your goal related to the topics of service-learning instruction and receiving coaching support?
- Is the goal worthwhile and will it meet your needs?
- How is your goal consistent with other goals you have established?
- How does this goal fit with your immediate and long term plans?

T Time-Bound

Purpose: Goals should be bound by a specific period of time in order to be more specific and set a deadline for yourself.

Guiding Questions:

- Is there a specific date by which your goal needs to be completed?
- Is there a timeframe (ex: 12 weeks) during which you have to work on this goal?
- Is there an outward deadline (ex: end of the semester) within which your goal fits or is there flexibility that would allow the timeframe to be determined by you?