Writing SMART Goals Template

Directions: Ohio’s goal setting process includes developing a SMART goal that cites the related *Ohio Standard for Teaching Profession*.

* **S**pecific – emphasizes what the educator is going to do in a well-defined and straightforward manner
* **M**easurable – identifies concrete criteria and written targets for measuring progress
* **A**ttainable – selects achievable goals that are both challenging and meaningful
* **R**elevant – selects practical goals which represent urgent needs, schools/district priorities
* **T**ime-bound – sets a specific timeline during the academic year

Begin to write a SMART goal by addressing each of the following items:

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| **State an intention to Engage in Learning**  (action verb) | **Describe an Area of Focus**  (what?) | **Include the Relevance**  (why?) | **Add the Activities**  (how?) | **Predict a Completion Date**  (when?) |
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