

### *Defining SMART Goals for Coordinators*

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| <b>S</b> | Specific: States exactly what coordinators want to accomplish. Specify who, what, where, and why. Write a rationale for the goal based on previous performance and district or program direction. | Who will do what?<br>Where will it be done?<br>What activities will be completed?<br>Where will the activities be completed?                                       |
| <b>M</b> | Measurable: Describes how goal attainment will be demonstrated and evaluated.   | What evidence will show activities are completed? How will learning be applied in practice?<br>What evidence will show learning has been                           |
| <b>A</b> | Achievable: Explains why the goal is achievable, yet challenging.   | What is the action-oriented verb?<br>Why are the goals achievable and challenging?   |
| <b>R</b> | Relevant: Describes how the goal will be applied in the district and/or program.  | Why is the goal relevant to the work you do?<br>How will the goal help you to be better at your job? How does the goal align to performance standards?             |
| <b>T</b> | Time-bound: States when activities will be completed and when learning will be applied (and observable) in the district and/or program.   | When will professional development activities occur?<br>What are the deadlines for each activity?<br>When will learning be applied in the district and/or program? |