

# Creating S.M.A.R.T. Objectives

Specific      Measurable      Attainable      Relevant      Time-Based

*You and your teachers are working very hard to meet the grant Performance Measures. How are the objectives helping your students, and the programs?*

- Specific**      A specific objective has a much greater chance of being accomplished than a general objective. The more specific the objective, the more questions it answers.
- Who:      Who is involved? *CTE teachers, Math teachers, Counselors, English Teachers.*
- What:      (Required) What needs to be accomplished? Increase NT PM, meet/exceed SALP, Increase concentrators. Pass the program assessments
- Where:      Identify a location: School and Program
- When:      (Required) Establish a time frame. Month/Year
- Which:      Identify requirements and constraints. Meet/Exceed SALP, complete the Program Improvement Plan
- Why:      Specific reasons, purpose or benefits of accomplishing the goal. *To pass program assessments and pass College Career Assessments.*
- Measurable**      Establish concrete criteria for measuring progress toward the attainment of each objective. To measure progress, use target dates. To determine if the objective is measurable, ask questions such as... How much? How many? How will I know when it is accomplished? *Number or percentage of teachers involved, do teachers include information on lesson plans or show student work.*
- Attainable**      When identifying objectives, develop practical and reasonable goals. Attainable objectives need to be challenging, but realistic. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Be sure that every objective represents an opportunity for substantial progress. 100% of all students participate...unattainable? Meet/Exceed SALP
- Relevant**      To be relevant, an objective must represent a goal toward which you are both willing and able to accomplish and aligned with what the agency is trying to achieve. *What is the focus of your school? College career standards? Math or reading integration? Is there a workplace or community connection?*
- Time-Based**      An objective should be grounded within a timeframe. With no timeframe tied to it there is no sense of importance. Ex: If you want the inventory of mowing equipment completed, when do you want it completed? "Someday" will not work; however, if you anchor it within a timeframe, "by November 1, 2014", then you have set the unconscious mind into motion to begin working on the goal. *Month / Year*

## OBJECTIVE FORMAT

By month/year, who will (person or persons),  
action-what are you going to do (break down into action steps) to meet/exceed the performance measure