

SMART Goals Process Checklist

Step	Accomplished
1. Encourage people to dream big while you listen and learn.	
2. Draft three or four SMART goals based on meetings and what your school wants to achieve.	
3. Develop research and real evidence to support the first draft.	
4. Present the draft of the SMART goals, supporting research, and evidence at an all-staff meeting.	
5. Facilitate all-staff discussions about the SMART goals, possible revisions, and how to pursue their meaningful implementation.	
6. Ask every staff member to anonymously respond in writing to <i>Why I passionately support our SMART goals</i> or <i>This is what I need to passionately support our SMART goals</i> .	
7. Formulate written responses to staff affirmations of and concerns about SMART goals.	
8. Share responses to affirmations and concerns about the SMART goals with staff and discuss what was written.	
9. Respond to concerns with specific actions and by implementing programs to support team and SMART goals.	
10. Conduct an anonymous survey to gauge support for chosen SMART goals.	
11. Monitor progress.	
12. Celebrate short- and long-term SMART goal successes.	