

# SMART Goals and Action Planning Worksheet

**Current Reality**      **Desired Reality (Our SMART Goal)**      **Possible Causes for Gap Between Goal and Reality?**      **Action Plan and Tools for Monitoring**

What is the data showing as the greatest area of need?

What specific skills and concepts must we focus on?

What specifically will students do?

To what extent and by when?

As measured by what?

Example: By June 2004, 90 percent of our students will write a well-developed persuasive essay attaining a score of 3 as measured by our district writing rubric.

- Is the curriculum we teach truly aligned to the standards?
- Are we ordering and prioritizing our instruction effectively?
- Are we using formative assessment data to monitor the learning of every student? Is that information being used to adjust instruction on an ongoing basis? Are students familiar with assessment vocabulary and format?
- Are we using effective teaching strategies?
- Are the tools and materials we use effective in delivering our instruction?
- Are we meeting the needs of our struggling students by providing additional time and support?

What is our step-by-step plan to accomplish this goal? What tools can we use (or create) to check whether students are making progress (in other words, is our plan working)?

Action Steps	Evidence of Success or Completion