**S M A R T[[1]](#footnote-1) Goal Setting Worksheet**

S M A R T, an acronym which gives criteria to guide the setting of goals, has been used in the area of project management for a number of years and is a way to evaluate that the goals for a particular project are relevant and appropriate for that project. The letters S and M usually mean **specific** and **measurable**. The other letters have meant different things to different authors.

Different templates are available to guide the development of S M A R T goals. The following template has been selected and edited to guide your thinking. The idea is to work through this worksheet before writing a S M A R T goal to better align the proposed goal with the full implementation of the French Immersion Program. The goal setting is preceded by identifying the challenge to be address or success to be maintained. Examples are presented on the following pages.

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| **Needs Identification:** What challenge do you want to address or success do you want to maintain? | | | |
| **S M A R T Goal Setting Worksheet** | | | |
|  | **Criteria** | **Description** | **Goal Setting** |
| **What?** | **S**pecific | Exactly what do you want to accomplish to ensure student success?  Specify the area for improvement. |  |
| **M**easurable | How much or how many? Quantify what you wish to accomplish.  Give a concrete criterion for measuring progress toward the attainment of the goal. |  |
| **A**ction oriented/  Achievable | What will you get done?  Describe a result. |  |
| **R**elevant & Realistic | Is the goal relevant to student success?  Is the goal realistic?  Goals are usually a challenge to achieve; therefore:   * Is the goal realistic given the context of French Immersion in your school? * Choose a goal that matters enough to drive the team forward and which will not get overtaken by other activities. | Determined by ...  The current decision needs to take into account ... |
| **When?** | **T**ime based | By when?  A time-bound goal keeps it alive and creates a sense of urgency. A commitment to a deadline helps a team focus their efforts on completion of the goal. |  |
| **Write S M A R T Goal:** | | | |

1. Sources consulted on August 18, 2014: <<https://www.google.ca/search?q=smart+goals&tbm=isch&tbo=u&source=univ&sa=X&ei=nMzyU9bmNNWsyATPmICQBg&sqi=2&ved=0CC4QsAQ&biw=1440&bih=785>> <http://en.wikipedia.org/wiki/SMART\_criteria> [↑](#footnote-ref-1)