

Handout 5: SMART Goals

After drafting your SMART Goals, use the table below to evaluate your partner's SMART goals.

		Yes	No
Specific	The plan for attaining professional learning goals is clear. It identifies one or more formal professional learning activities, where the activities will occur, what scope and sequence of the activities are, who will support learning, what resources are needed, how learning will be applied in practice, and what evidence will be provided to show activities have been completed.		
Measurable	Criteria for completion of the professional development activities are clearly measurable because specific evidence of completion is identified. Criteria for applying learning to leadership practices also are clearly measurable because specific evidence for applying learning to leadership practices has been identified.		
Attainable	The rationale for selecting professional learning activities is ambitious but attainable, given the leader's career trajectory, available time, learning preferences, and resources. The proposed application of learning to practice also is ambitious and attainable, given the leader's career trajectory, time, and school context.		
Realistic	The rationale for the goal is clearly linked to summative ratings on performance evaluations and school or district leadership improvement plans. Application of learning is linked to performance levels in the Five Essential Practices of School Leadership framework and school or district improvement objectives.		
Timely	Times, dates, and benchmarks for professional development and application of learning have been defined. Professional development and application of learning occurs within one school year.		