



Setting SMART Literacy Goals

System and school leaders can use this template to help them think through the various parts of their literacy goals and develop goals that are specific, measurable, achievable, relevant, and time-bound.

S SPECIFIC	What are the concrete steps of the plan? Who is needed to carry it out? How should this objective be prioritized compared to others?
M MEASURABLE	What data is needed? Where will the data be located and how will it be accessed? What are the reasonable milestones? How will it be known that the objective has been met?
A ACHIEVABLE	What are the steps needed to achieve this objective? Is this objective realistic compared to past performance? What external (and internal) factors could prevent this objective from being achieved?
R RELEVANT	Why is this the goal now? Who are the right people to pursue this goal? How will this goal advance a long-term strategy?
T TIME-BOUND	Is this achievable in the given time frame? What is the longest and shortest possible time to achieve this goal? When and how will progress be checked?
REVISED GOAL	



Use the SMART goal methods to write student-focused goals, teacher-focused goals, and program-focused goals.

<p>STUDENT-FOCUSED GOAL(S)</p> <p>(Consider subgroups.)</p>	
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<p>TEACHER-FOCUSED GOAL</p>	
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<p>PROGRAM-FOCUSED GOAL</p>	
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