



SMARTER and CLEAR Goal Setting Template

What's the initial goal you have in mind?

Expand on this goal using the SMARTER attributes OR CLEAR attributes. You do not have to do both.

<p>S</p> <p>Specific</p>	<p>What do we want to achieve? Be precise.</p>	<p>C</p> <p>Collaborative</p>	<p>What does each stakeholder bring to the table to reach the goal? Each person's work should build on top of other's to reach the goal.</p>
<p>M</p> <p>Measurable</p>	<p>How will we know when we've reached our goal? What are the metrics and milestones we need to hit along the way?</p>	<p>L</p> <p>Limited</p>	<p>When will the goal begin and end? Is this goal ambitious and realistic? A goal is limited in terms of duration and difficulty.</p>
<p>A</p> <p>Achievable</p>	<p>Is this goal realistic for our organization? What support do we need to make sure we achieve our goal?</p>	<p>E</p> <p>Emotionable</p>	<p>How does this goal get the stakeholders involved and motivated to achieve? Goals that employees get excited about are more attainable.</p>
<p>R</p> <p>Relevant</p>	<p>Why is this goal worthwhile? Does it support the wider team and my other responsibilities?</p>	<p>A</p> <p>Appreciable</p>	<p>List the objectives in order of completion. Create a plan to complete smaller objectives to prevent burnout.</p>

¹ Developed from: Kylie Strickland, "Super Easy Smart Goals Template for Word and Google Docs," PeopleGoal (PeopleGoal Inc, August 9, 2019), <https://www.peoplegoal.com/blog/smart-goals-template-word>.

² Developed from: Dave Anderson, "Comparing Smart Goals vs Clear Goals - REVIEW/SNAP - Performance Management Software for Everyone," Reviewsnap, October 9, 2019, <https://www.reviewsnap.com/blog/comparing-smart-goals-vs-clear-goals/>

T Timely	When do I want to achieve this goal? Write down a target date.	R Refinable	What needs to be refined or adjusted after a set period? Adjust as needed based on changes to priorities or challenges.
E Evaluate	When will I revisit my goal? Write down a target date to evaluate your current goal progress		
R Readjust	What needs to be refined or adjusted? Adjust as needed based on changes to priorities or challenges.		

Now rewrite your initial goal as a concise, defined SMARTER or CLEAR goal here for reference and on your template for the School Improvement Plan.

Track your goal progress

Use this template and the School Improvement Plan Template to complete the following sections:

What are the action steps you need to take to achieve this goal? Order these by priority or by their due date.

- Action:
- Action:
- Action:

Am I on track to achieve this goal? What obstacles have come up and what support do you need?

- | | |
|-------------|------------|
| ▪ Obstacle: | ▪ Support: |
| ▪ Obstacle: | ▪ Support: |
| ▪ Obstacle: | ▪ Support: |

Milestones achieved. Note down every time you hit one of your measurable milestones along the way.

- Milestone 1:
- Milestone 2:
- Milestone 3:

Target date. Have you achieved your goal?