



SMART Goals for TEACHERS

John Smith
GOAL OWNER

mm/dd/yyyy
DATE REVIEWED

S

M

A

R

T

SPECIFIC

Know exactly what you are wanting to accomplish

MEASURABLE

How will you know you met your goal?

ACHIEVABLE

Make sure your goal is not too far to reach, but far enough to be challenging

RELEVANT

Link the goal to something important to you, something that inspires you.

TIME-BOUND

When do you want your goal to be met?

SMART GOAL

To ensure the school get a good number of passers in the coming National College Qualifying Entrance Examination (NCQEE), 98% of our graduating students should complete the NCQEE Review on or before the schedule national examination.

ACTION PLAN

Tasks	Assigned To	Target Date
Prepare monitoring sheet	John Smith	mm/dd/yyyy
Schedule NCQEE Review classes	John Smith	mm/dd/yyyy
Assign someone to take the attendance	John Smith	mm/dd/yyyy
Prepare monitoring sheet	John Smith	mm/dd/yyyy
Monitor progress of the NCQEE Review	John Smith	mm/dd/yyyy

RESULTS

Date	Venue	Attendance Taker	Progress
mm/dd/yyyy	Woodrose Building, Room 432	Karren Wilson	12%
mm/dd/yyyy	Woodrose Building, Room 311	Karren Wilson	30%

Smart Goal Examples For Teachers

RS Peters



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