

## *Columbus Community School District*

### S-M-A-R-T Goals

Each of your goals must be written in the S-M-A-R-T Goals format. S-M-A-R-T Goals stand for:

**S: Specific.** Goals that are specific make the desired outcome better. Avoid generalities and broad, sweeping statements.

**M: Measurable.** How will you prove the objective was achieved? Numbers are good proof of results, so go ahead and add quantitative information to your goals.

**A: Attainable.** Be sure you can really do what you set out to do.

**R: Relevant.** Does the goal match what we or you are trying to accomplish? Setting goals for the sake of goal-setting is a big mistake.

**T: Time-Oriented.** When will this goal be achieved? Set deadlines. For example, "It will be done by March 15."