

Be SMART!

Be **S**pecific, **M**easurable, **A**chievable, **R**easonable and **T**imely!

Specific	Measurable	Achievable	Relevant	Time-bound
Who is the target population? What will be accomplished? What exactly are we going to do, with or for whom?	Is the objective quantifiable? Can it be measured? How much change is expected? How will I know when it is accomplished?	Can the objective be accomplished in the proposed time frame with the available resources and support?	Does the objective address the goal? Will the objective have an impact on the goal?	Does the objective propose a timeline when the objective will be met?

Specific

Specific means that the objective is concrete, detailed, focused and well defined. The outcome is stated in numbers, percentages, or frequency. Objectives should communicate what you would like to see happen.

- Use only one action verb. Use verbs that document specific action, such as provide, list, train, publish, increase, decrease, schedule, or purchase

Measurable

This means that the objective can be measured and the measurement source is identified.

Achievable

Objectives should be attainable within a given time frame and with available program resources.

Relevant

Objectives that do not directly relate to the program goal will not help toward achieving the goal.

Time-bound

A specified and reasonable time frame should be incorporated into the application.

Objectives should provide a time frame indicating when the objective will be measured or a time by which the objective will be met.

To develop SMART Objectives that will help you reach your goal fill in the blanks below:

By ___/___/___

(When?) (Who? What? Include a number you can measure.)

will have _____ .

Non-SMART objective: Students will complete selected modules from the scientifically-based health education curriculum.

SMART objective: By the end of the fall semester, Health Education students will have completed 75% of health education modules from the selected scientifically based health education curriculum.

Non-SMART objective: 90% of students will participate in lessons on assertive communication skills.

SMART objective: **By the end of the school year, the teacher** will have delivered lessons on assertive communication skills to 90% of students **in the high school professional communications curriculum.**

Example: By the end of May, 2015, student book club members will have read at least 1 fiction novel and attended at least 3 club discussion sessions, as measured by reading logs and club attendance logs.

Example: By the end of May, 2015, student disciplinary infractions will decrease by 50% from 150 per year down to 125 per year, as reported in PEIMS.