

Crafting Your S.M.A.R.T. Goal Statements

Setting goals helps you identify what you want to achieve. Crafting S.M.A.R.T. goals will help you ensure that your goals are both realistic and ambitious, and that you consider all the relevant details that will help to ensure the successful fruition of your goals. Take time to thoughtfully complete the questions below. Each question is designed to give you greater clarity around what you wish to accomplish and what will allow you to achieve your goal.

Initial Goal

Write the goal you have in mind.

I want to reflect on my teacher candidate experience.

Specific

What do you want to accomplish? Who needs to be included? When do they need this by? Why should achieving this outcome be prioritized?

By the end of my first year, I will complete a weekly reflective journal in which I write about one strength and one area for improvement in my teaching.

Measureable

How can you measure progress? How will you know if you've successfully met your goal?

I will complete at least one journal entry each week until the end of my first year. I will have a journal entry for each week.

Achievable

Do you have the skills required to achieve this goal? If not, can you obtain them? What resources you need to accomplish this goal? Do you have access to these resources? If not, can you improvise? What is the motivation that's driving this goal? Is the amount of effort required on par with what the goal will achieve?

Dedicating 15 minutes each week to reflection is manageable within my schedule. I will only need a paper, pen, or laptop to write a journal entry.

Relevant

Why should you set this goal now? Is this goal aligned with the overall objectives of your team, department, and/or organization?

Reflection is important for professional growth and helps identify specific actions for improvement.

Time-bound

What is the deadline? Is this timeline realistic?

This goal will be achieved by the end of the school year.

S.M.A.R.T Goal

Review your responses to the questions above and use this information to craft a new S.M.A.R.T. goal statement below.

Note: When writing your S.M.A.R.T. goals, provide evidence of forward motion and progress towards the outcome.

Sample language:

- **Increase** (funding, engagement, effectiveness)
- **Provide** (research, service, analysis)
- **Improve** (efficiency, transparency, communication)
- **Decrease** (expenses, inefficiency, costs)
- **Save** (time, resources, energy)

By the end of the first year, I will complete a weekly self-reflective journal, reflecting on one strength and one area for improvement in my teaching. I will dedicate 15 minutes each week to this reflection. I will review my journal every four weeks to reflect on what areas I need to improve. This goal is intended to enhance my self-awareness and support my professional growth by identifying specific areas for improvement.

Break Your Goals Into Actionable Tasks

Identify the specific tasks associated with each of your goals and describe the timeframe, resources, milestones, and measurable results for each.

Finalized S.M.A.R.T Goal:

By the end of the first year, I will complete a weekly self-reflective journal, reflecting on one strength and one area for improvement in my teaching. I will dedicate 15 minutes each week to this reflection. I will review my journal every four weeks to reflect on what areas I need to improve. This goal is intended to enhance my self-awareness and support my professional growth by identifying specific areas for improvement.

Task #1:

Set Up Journal and Reflection Structure

Timeframe	Resources	Milestones	Measureable Results
Complete by the end of each week.	A notebook or laptop application. Provide a structure with prompts.	Journal setup is complete when the structure is outlined and the first entry is entered.	A clear, organized journal that includes prompts for easy, consistent entries each week

Task #2:

Complete Weekly Reflection Entries

Timeframe	Resources	Milestones	Measureable Results
Complete by the end of each week.	Approx. 15 minutes a time in a given week.	Each week the journal is marked as complete.	The number of journals will be equal to the number of weeks left in the school year.

Task #3:

Set Actionable Goals Based on Reflections

Timeframe	Resources	Milestones	Measureable Results
Every four weeks looking back at the journal.	Reflection journal entries.	Set an actionable goal to make improvements based on my journal entries.	Track achievement of the actionable goal over the next weeks.