

# S.M.A.R.T. Goal and Action Plan Template

Use this template to create your S.M.A.R.T. goals and action plans. Document one goal and action plan per page. **S.M.A.R.T.** = **S**pecific, **M**easurable, **A**ctionable, **R**ealistic and **T**ime Bound

**NAME:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**1) S.M.A.R.T. Goal Statement:**

**2) Action Plan:**

- a. List the specific action steps necessary to achieve this goal and who will be responsible for completing each action step.

| Action Steps | Who Is Responsible |
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- b. When is the target deadline for completing this goal?

- c. How will we know this goal has been accomplished? (Be specific)