



Building SMART Goals Team-Friendly Planning Guide

A user-friendly process for drafting goals, checking quality, and recording the final SMART statement.

Start with the Need

Name the student skill, behavior, or academic need you are trying to improve.

Build the Goal

Use the SMART categories and sentence starters to draft the goal language.

Check Before Finalizing

Make sure the goal is realistic, aligned, and tied to progress monitoring.

S — Specific

What will be accomplished? What actions will the team take?

- To improve...
- Our goal is to...
- Who will do what, resulting in what measure?

M — Measurable

What data will measure the goal? How much? How well?

- ...as measured by...
- ...to reduce instances of... by percentage...
- Tracking progress through...

A — Achievable

Is the goal doable with available skills, time, and supports?

- This is achievable because...
- With appropriate interventions and support...
- Based on current data and resources...

R — Relevant

Why does this goal matter and how does it align to broader needs?

- This goal is relevant as it directly addresses...
- This aligns with our team's mission to...
- It is important because...

T — Time-Bound

What is the deadline and how often will progress be monitored?

- By [date]...
- Within [timeframe]...
- We will track progress [frequency]...

Assemble the Final SMART Goal

Use your draft language from each section to create one complete statement.

Include the skill or behavior, measurement, support, relevance, and timeframe.

Record before moving on: write the final team-approved goal below.

Final SMART goal statement

Progress monitoring will occur:

Sample Goal Starters

- By [date], the student will...
- ...as measured by...
- This is achievable because...
- This goal is relevant because...
- We will track progress every...

Example Goal

By the end of 6 weeks, the student will increase reading fluency by 20 words per minute on a grade-level passage through daily small-group phonics and sight-word intervention.