

Administrator: _____ School _____ Date: _____

Question being addressed by the stated goal:

Identify a SMART Goal: *(Strategic/Specific, Measurable, Attainable, Results Oriented and Timebound)*

Action Steps

What steps/activities will be initiated to achieve this goal?

Designations

Who will be responsible for initiating or sustaining the action steps?

Time frame

What is the realistic timeframe for each phase of the activity?

Results

What evidence will you present that you are making progress toward your goal? What difference has this made?