

USING S.M.A.R.T. GOALS TO INFORM PROGRAM ACTION PLANS



S

SPECIFIC

Who, What, Where, When, Why, Which

Define the goal as clearly as possible with no ambiguous language.
Who is involved? What do I want to accomplish? Where will it be done?
Why am I doing this (reasons, purpose)?
Which constraints/requirements do I have?



M

MEASURABLE

Success looks like...

Can you track the progress and measure the outcome?
How much, how many, how will I know when my goal is accomplished?



A

ATTAINABLE

How

Is the goal reasonable enough to be accomplished? How so?
Make sure the goal is not out of reach or below standard performance.



R

RELEVANT

Worthwhile

Is the goal worthwhile and will it meet your needs?
Is each goal consistent with other goals you have established and fits with your immediate and long term plans?



T

TIME-BOUND

When

Your objective should include a time limit. "I will complete this step by month/day/year."
It will establish a sense of urgency and prompt you to have better time management.

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STARTING GOAL	S.M.A.R.T. GOAL
I will lose weight.	I will lose five pounds by June 1st by eliminating sugar from my diet and walking 10,000 steps a day.
I will pay myself.	I will pay myself \$500 each month starting next month by creating a dedicated 'personal savings' account. I will automate this process through online banking to ensure consistency and avoid delays. Additionally, I will review my budget monthly to ensure that the amount I'm paying myself is feasible and adjust if necessary.
I will pay myself a bonus.	I will pay myself a bonus of \$1,000 from the surplus income generated by my business at the end of each quarter. I will assess my business performance quarterly to ensure the feasibility of this bonus.
I want to add more cultural activities to my program.	I will incorporate one new culturally enriching activity per month into my program, such as storytelling, music, or art, to expose children to diverse perspectives and foster an inclusive environment. I will start this initiative next month and continue for the next six months, assessing the impact regularly.
I will take some professional development courses.	I will enroll in three online courses related to family child care to enhance my skills and stay current in my field by January 1st. I will complete one course every two months over the next six months.
I will use TSG for my program assessment.	I will track the progress of each child using TSG assessments, maintaining a record of their development in key areas. By the end of the quarter, I aim to have completed the training and established my observation collection system.

Writing a S.M.A.R.T. Goal

Goal:

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

2. **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?

3. **Attainable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

4. **Relevant.** What is the reason, purpose, or benefit of accomplishing the goal? Does it address an identified need?

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Revised Goal:
