

# 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?

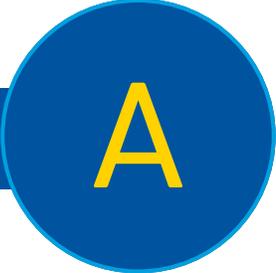


M

## **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?

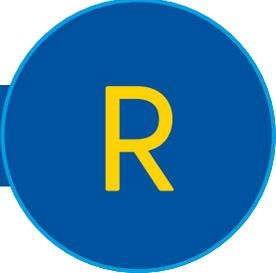


A

## **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.

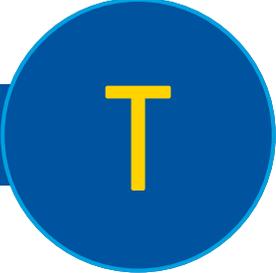


R

## **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
<b>I will lose weight.</b>	I will lose five pounds by June 1st by eliminating sugar from my diet and walking 10,000 steps a day.
<b>I will pay myself.</b>	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.
<b>I will pay myself a bonus.</b>	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.
<b>I want to add more cultural activities to my program.</b>	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.
<b>I will take some professional development courses.</b>	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.
<b>I will use TSG for my program assessment.</b>	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:**

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

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

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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?

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

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

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**Revised Goal:**

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