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|  | **SMART Goals for TEACHERS** |

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| **John Smith** | | | | | **mm/dd/yyyy** | |
| GOAL OWNER | | | | | DATE REVEIWED | |
|  | |  |  |  |  | |
| **SPECIFIC** | | **MEASURABLE** | **ACHIEVABLE** | **RELEVANT** | **TIME-BOUND** | |
| *Know exactly what you are wanting to accomplish* | | *How will you know you met your goal?* | *Make sure your goal is not too far to each, but fat enough to be challenging* | *Link the goal to something important to you, something that inspires you.* | *When do you want your goal to be met?* | |
| **SMART GOAL** | | | | | | |
| **To ensure the school get a good number of passers in the coming National College Qualifying Entrance Examination (NCQEE), 98% of our graduating students should complete the NCQEE Review on or before the schedule national examination.** | | | | | | |
| **ACTION PLAN** | | | | | | |
| **Tasks** | | | | **Assigned To** | | **Target Date** |
| Prepare monitoring sheet | | | | John Smith | | mm/dd/yyyy |
| Schedule NCQEE Review classes | | | | John Smith | | mm/dd/yyyy |
| Assign someone to take the attendance | | | | John Smith | | mm/dd/yyyy |
| Prepare monitoring sheet | | | | John Smith | | mm/dd/yyyy |
| Monitor progress of the NCQEE Review | | | | John Smith | | mm/dd/yyyy |
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| **RESULTS** | | | | | | |
| Date | Venue | | | Attendance Taker | | Progress |
| mm/dd/yyyy | Woodrose Building, Room 432 | | | Karren Wilson | | 12% |
| mm/dd/yyyy | Woodrose Building, Room 311 | | | Karren Wilson | | 30% |
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