

How to complete your SMART Goals sheet:

1. **Think of the goal you have**, for example: "I want to improve my pupils understanding of stress management"
2. **S:** Start with picking a goal that is narrow rather than broad. For example: "Pupils should understand the key concepts relating to stress management"
3. **M:** How exactly are you going to measure what you've done? What evidence will you provide? For example: "We will measure success through assessments and pupil feedback"
4. **A:** Is the goal achievable? Consider the time frames involved. For Example "Within the next month, we will improve pupil understanding"
5. **R:** Relevant – how is this goal relevant to you and your setting? For example: "I want to improve pupil wellbeing"
6. **T:** Time – Bound: Identify tasks and timelines on an action plan so that you have a good strategy.

7. **Identify your SMART Goal:** "Within the next month, improve pupil understanding of key concepts related to stress management, such as mindfulness and relaxation techniques, by implementing targeted instruction and measuring success through formative assessments and pupil feedback."

A great way to measure your goals is through surveys, feedback and assessments, you can develop these with your goal in mind. Make sure you create a plan of actions and when they need to be implemented to achieve your goal.

Last thing: Plan for every eventuality, as we all know things can change!



What is your initial goal?	
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Specific	
Measurable	
Achievable	
Relevant	
Time Bound	

What is your SMART goal?	
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