Tips for Writing SMART Objectives

Writing SMART Objectives is not a simple task. These tips can help make your ILP objective more powerful. The MAPA indicates that the ILP should be based on analyzed data that is relevant to an identified and specific need in the school.

**Specific:** State clearly observable actions that will lead to attainment.
Identify the data that will serve as the baseline or reference point.
List the criteria for the expected (successful) result.

**Checkpoint:** What data will serve as the baseline? What data will indicate success?

**Measurable:** What measures and instruments will be used to determine progress and measure effectiveness? List them.
Quantify the expected result. (Percentage, number, frequency)

**Checkpoint:** How and when are data collected?

**Attainable:** List resources that are needed and tools that are available.
Develop and include a realistic timeline with checkpoints for data collection. (Timeline)
Selected task is within your realm of authority and capability.
Are there factors beyond your control that may impact or need to be considered?
Is this objective challenging and realistic?

**Checkpoint:** Are there barriers to the successful completion of this objective? Are there sufficient resources available?

**Results focused:** Clearly define the results you expect to see. (Quantifiable)
What will be the impact on the organization?

**Checkpoint:** Does the objective support an organizational or a strategic goal?
How does the successful completion of this objective influence staff, students or community?

**Timeline:** Develop and insert the timeline and checkpoints.

**Checkpoint:** Are there conflicting events that might not support success?