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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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