

## Setting SMART Goals for Adult Learners

**SMART Goals are - Specific, Measurable, Achievable, Relevant/Realistic, & Timely.**

### **How to achieve SMART goals . . .**

1. Identify long term goals that are reasonable, reachable, realistic & relevant – this is your student’s Individual Learning Plan (ILP). This takes place at intake.
2. Refer to your student’s ILP as you develop short term goals.
3. Use the Quarterly Progress Report (QPR) to record the short term **SMART** goals. Break short term goals into steps at the beginning of each quarter: July 1, Oct 1, Jan 1, & April 1. Keep a copy to refer to.
4. Identify obstacles that might prevent the student from reaching these goals & ways to circumvent these barriers.
5. Use real life texts & tasks to work toward goals.
6. Evaluate progress at end of each quarter: Sept 30, Dec 30, Mar 31, & June 30. Complete “Accomplishments” section of form at this time & submit to the Program Coordinator.
7. Set short term goals at the beginning of the next quarter, etc.

### **Examples of SMART Short Term Goals for the QPR:**

- Learn 10 or more words using context clues.
- Use 10 or more words weekly in sentences.
- Learn difference between fact & opinion in a reading passage.
- Follow 2 sets of simple written directions.
- Write the alphabet from memory.
- Write name, address, phone number, etc.
- Match a set of upper & lower case letters of the alphabet.
- Spell ten words or more correctly each week.
- Read a short story & answer questions correctly each week.
- Read a paragraph & restate the main idea each week.
- Write a list of directions for frying an egg or another activity.
- Write a note to child’s teacher/landlord/friend/boss each week.
- Address an envelope or fill out a check/money order each week.
- Learn to count money/make change each week.
- Learn to recognize/say/write number words for 1-25 or higher.
- Learn abbreviations for newspaper ads, prescriptions, signs, etc.
- Complete 1 chapter in *Voyager 7* (or another book) each week.
- Write paragraph(s) weekly on a specific topic provided by tutor (guided).
- Learn to write/spell words from the “300 Most Frequently Used Words”.
- Hold 1 or more conversations with family/co-workers weekly.
- Improve map skills/graphs/charts/(train/bus) schedules.
- Write/follow simple recipe.
- Answer comprehension questions about story/passage w/ 75% accuracy.

### **Examples of Accomplishments for the QPR:**

*Tell the good things you & your student have accomplished by providing the # of words, time period, % accuracy, name of material w/ units/stories/levels completed, anecdotes, etc!*

- Completed 3 lessons with 90% accuracy.
- Completed envelope/money order/check weekly.
- Visited store and read food/clothing labels & made correct change.
- Used 50 words correctly in sentences.
- Becoming more confident with spoken English.
- Read “name of book” to child
- Actively participates/understands conversation in English.
- Submitted writing sample for “Reflections”.
- Speaks in complete sentences with confidence.
- Understands boss without translator.
- Wrote 2 essays for Pre-GED writing practice.