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Tool nr. 003a

Title:

Self-reflection and feedback with the SMART tool

Source

National Education Institute Slovenia (Zavod Republike Slovenije za šolstvo)

Purpose:

Planning and setting goals; Evaluating a research plan of learning community using SMART steps

Material:

Instruction for use SMART

Time:

50 minutes

Roles:

- Promoter / Moderator / Administrator / Facilitator
- Participant / teacher
- Participant / pupil
- Learning community

Proces:

Steps: The facilitator first explains SMART steps. Then participants act in accordance with the steps below. They estimate their plan according to certain criteria (whether it is specific, measurable, accessible, relevant and time-bound).

1. **S:** specific (The objectives must be specific and well-targeted against the expected outcomes)
2. **M:** measurable (Can it be measured – (to prove that the objectives have been achieved)?
3. **A:** achievable (objectives must be planned so that they can be achieved through planned activities)
4. **R:** relevant (goals must be appropriate, that is, in line with the situation at school)
5. **T:** time-bound (the necessary time must also be planned in advance)



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Debriefing:

Discussion of the experience of assessing the compliance of the plan (several minutes).

Reference:

Goal Setting

<http://goalmaker.com/ebook-complete-guide?gclid=CIqx8oresMsCFQmNGwodzJ8D0g>