

## Plan SMART

Short description	Plan SMART is a participatory activity within the CoP, aimed to design a small set of collective SMART goals, in which participants identify shared practice challenges and translate them into <b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> elevant and <b>T</b> ime-bound goals, grounded in the needs of the school context. This workshop activity combines individual reflection with small group work.
Objectives	The objective of this activity is to identify and cluster shared practice challenges and co-create SMART goals to foster collective ownership and commitments with the CoP objectives.
Duration	60 – 90 minutes
Social form	The Plan SMART activity takes the form of a workshop, combining individual reflection, small-group work to cluster challenges and draft goals, and a plenary alignment phase in which the Community agrees on priority goals.
Materials and organisation	Meeting room with tables for group work, sticky notes, a flipchart or whiteboard and a simple SMART goal template
Preparation	Prepare a brief reminder of the SMART criteria and create templates for collecting challenges and drafting SMART goals. Organise small groups of 3 to 4 participants.

### Step-by-step description

	<ol style="list-style-type: none"> <li>5. Presentation of the session goals and a brief overview of the SMART criteria</li> <li>6. Individual reflection – each participant shares 1-2 key practice challenges</li> <li>7. In plenary, challenges are shared and clustered in the flipchart by similarity.</li> <li>8. Small groups are created around each cluster of challenges and each groups formulates a SMART goal.</li> <li>9. In plenary, the groups present their goals and agree on 2-3 priority SMART goals for the CoP.</li> <li>10. Closing: The next steps are organised and a plan of action for each SMART goal is co-developed.</li> </ol>
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## Variations and differentiation

The activity can be also conducted online, using an online platform as Microsoft Teams or Zoom, and organising small group work in virtual break-out rooms. You can use collaborative digital tools such as Padlet or Miro as a way to cluster challenges and to draw collective SMART goals.

## Practical notes

For preparing a brief reminder on SMART criteria you can use one of the multiple illustrations available online as those adapted from the Doran (1981) foundational reference. Here is an English example created by an AI tool:



For the individual reflection on practice challenges a template can be provided with the following topics:

- Short description of the challenge
- Where/when does it occurs? (Context)
- Who is affected?

For clustering the challenges, a template can be used around the following topics:

- Cluster theme
- Challenges included
- Why the cluster matters

For the SMART goal drafting use the SMART elements and the guiding questions:

- **Specific:** What exactly do we want to achieve?
- **Measurable:** How will we know the goal has been achieved?
- **Achievable:** Is the goal realistic given our context and resources?
- **Relevant:** Why is the goal important in our school context?
- **Time-bound:** By when will the goal be achieved?

## References | Sources

Doran, G. T. (1981). There's a S.M.A.R.T. way to write management's goals and objectives. *Management Review*, 70(11), 35–36.

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