**SET A SMART TARGET**

SMART Targets are specific, measurable, achievable, relevant and time bound. Use this template to generate a SMART target from your initial draft.

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| **INITIAL** | What do you want the child to do? What do you have in mind? |
| **Target** |  |
|  |  |
| **S** | Is the language used clear? Does the target describe exactly what the child will be able **to do** to be successful? Have you used such words as ‘Point to’, ‘Look towards’, ‘Reach’, ‘Copy’, ‘Find’, ‘Match’, ‘Give’, ‘Label’, ‘Follow’. Have you avoided words such as ‘Identify’, ‘Understand’, ‘Listen’, ‘Know’, ‘Enjoy’. |
| **SPECIFIC** |  |
|  |  |
| **M** | How will it be known that the target has been achieved? How often does the child need to do it? Eg: x times pers session, daily, 3/5 times, 70% of occasions? How will you monitor progress? Have you avoided words such as ‘increase’, ‘develop’, ‘improve’? |
| **MEASURABLE** |  |
|  |  |
| **A** | Is the target realistic within the time scale, compared to the child’s current attainment/behaviour? Will the child be able to achieve it independently, with adult support…eg: verbal prompts, visual cues? |
| **ACHIEVABLE** |  |
|  |  |
| **R** | What long term outcome is it linked to? Is the target a key skill **for the child**? Is it a key skill? Will it make a difference to the child if they can do this? |
| **RELEVANT** |  |
|  |  |
| **T** | What is the time frame? Is it achievable in the given time frame? How will you monitor progress? |
| **TIME-BOUND** |  |
|  |  |
| **SMART** | Review what you have written in the first box, and re-write the target, considering any additional information or adjustments that the questions above have identified. |
| **GOAL** |  |