

## SMART Vocabulary

The best goals are written so they are clear-cut and easy to understand. Using action words to describe the action or task to be evaluated is vital in developing a strong goal statement. Avoid using vague words and phrases (*as soon as possible, as necessary, more quickly, continue to work on...*) because their meanings are open to a wide range of interpretations.

### ***Words to Avoid Using in SMART Objectives***

to learn	to respect	to master
to really appreciate	to understand	to know
to appreciate		

### ***Words to Use in SMART Objectives***

to adjust	to administer	to align
to analyze	to assemble	to benchmark
to change	to check	to calculate
to compare	to complete	to clean
to connect	to construct	to compute
to correct	to demonstrate	to convert
to describe	to design	to define
to develop	to differentiate	to determine
to examine	to explain	to display
to guide	to identify	to fill out
to inspect	to install	to initiate
to locate	to enumerate	to list
to modify	to name	to write
to organize	to present	to operate
to prepare	to recite	to position
to reassemble	to remove	to process
to relate	to replace	to regulate
to repeat	to service	to repair
to select	to signal	to restore
to show	to test	to set
to store	to state	to transfer
to transcribe	to train	to trim
to troubleshoot	to use	to verify