

## RID Independent Study form Supplement for writing Measurable Goals



TRID CMP developed form to supplement RID "Independent Study Plan form."

### **1. What do I want to do?** *Describe the activity you are proposing.*

Think about the whole activity that you are proposing, and the steps involved. Briefly mention each step in your overarching statement

Ex.

1. *I want to review the current literature, synthesize the findings, and propose a specific teaming approach for interpreters through creating a PowerPoint presentation.*

OR 2. *I would like to examine teaming in this profession. I plan to read different resources, take notes, consolidate the information I learn and use it to present a new approach to teaming.*

### **2. What are my specific goals?** *Keep your goals measurable, observable, and tangible.*

Take the action verbs from the overarching goal and turn them into measurable and observable objectives:

Ex.

1. I **will review** the book *Team Interpreting as collaboration and Interdependence: A Return to Community Approach* by Jack Hoza and take notes. From these notes I **will identify at least 3** major shifts in the interpreter teaming approach.
2. I **will then synthesize** these 3 approaches with teaming resources available in my community of practice. I will develop a paper laying out my "new" approach to teaming founded on these principles.
3. I **will create** a PowerPoint presentation where I **propose** my teaming approach and educate colleagues on this new approach to teaming.

\* The bolded words are the active and measurable words from the overarching goal, at times more specific measurable information is added.

4. **How will I show my sponsor what I learned?** *Describe your evaluation process. What are your deliverables? What are you going to provide your sponsor with so they can assess your learning?*

EX.

1. I will provide my sponsor with a time log of my activities; for reading and notetaking, exploration of other resources, and developing my paper and PowerPoint.
2. I will develop and turn in a 1-3 pg. paper outlining new approaches in mentoring.
3. I will enclose a copy of my PowerPoint presentation to present to the field.

## Resources and Examples for Writing Educational Objectives:

### 1. Observable Action Verb Chart

Below is a sampling of observable action verbs:

Identify	Demonstrate	Recall
List	Perform	Specify
Describe	Defend	Distinguish
Compare/contrast	Justify	Produce
Classify	Dispute	
Analyze	Explain	

Taken from Smith, C., & Kranis, J. (2007, August/September). Roadmap for Professional Development: How to write Achievable and Measurable Learning Objectives. *VIEWS*, 1,12.

**2. List of Verbs for Formulating Educational Objectives** taken from Rosof AB. Stating objectives, in Rosof AB Felch WC (eds): Continuing medical education: a primer, Westport, Conn.: Praeger; 1992:52-59

1. Those that communicate knowledge:

Information:

cite identify quote relate tabulate count indicate read repeat tell define list recite select trace describe name recognize state update draw point record summarize write

Comprehension:

assess contrast distinguish interpolate restate associate demonstrate estimate interpret review classify describe estimate interpret review translate compare differentiate express predict compute discuss extrapolate report

Application:

apply employ match relate sketch calculate examine operate report solve choose illustrate order restate translate complete interpolate practice review treat demonstrate interpret predict schedule use develop locate prescribe select utilize

Analysis:

analyze criticize diagram infer question appraise debate differentiate inspect separate contract deduce distinguish inventory separate contrast detect experiment measure

Synthesis:

arrange construct formulate organize produce assemble create generalize plan propose collect design integrate prepare specify combine detect manage prescribe validate compose document

### Evaluation:

appraise critique evaluate rank score assess decide grade rate select choose determine judge recommend test compare estimate measure revise

### 2. Those that impart skills:

demonstrate hold massage pass visualize diagnose integrate measure write diagram internalize operate project empathize palpate record listen

### 3. Those that convey attitudes:

acquire exemplify plan reflect transfer consider modify realize revise

## **3. SMART Goal Template**

### 1. Specific

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. When drafting your goal, try to answer the five "W" questions:

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?

### 2. Measurable

It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.

- How much?
- How many?
- How will I know when it is accomplished?

### 3. Achievable

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it.

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

*Tip: Beware setting goals that someone else has power over. For example, "Get that promotion!" depends on who else applies, and on the recruiter's*

*decision. But "Get the experience and training that I need to be considered for that promotion" is entirely down to you.*

#### 4. Relevant

This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your plans drive everyone forward, but that you're still responsible for achieving your own goal.

A relevant goal can answer "yes" to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Am I the right person to reach this goal?
- Is it applicable in the current socio-economic environment?

#### 5. Time-bound

Every goal needs a target date, so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.

- When?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?

- **Goal 1:**

- S: \_\_\_\_\_
- M: \_\_\_\_\_
- A: \_\_\_\_\_
- R: \_\_\_\_\_
- T: \_\_\_\_\_

- **Goal 2:**

- S: \_\_\_\_\_
- M: \_\_\_\_\_
- A: \_\_\_\_\_
- R: \_\_\_\_\_
- T: \_\_\_\_\_