

# CAREER SMART GOALS

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When you are developing career goals that you want to reach, evaluate them to make sure they fit the criteria of a SMART goal. Make any changes necessary to ensure it meets the criteria for a SMART goal.

## **SPECIFIC:**

Specifics help clearly define what you want to do. Use action words such as direct, organize, develop, plan, build, etc. Instead of setting a goal to find a job, set a specific goal to search for at least three job openings in a particular field.

## **MEASURABLE:**

How will you see when you reach your goal?  
Establish concrete criteria for measuring progress toward your goal.

## **ATTAINABLE:**

It's good to set goals that stretch you and require a commitment. But if you set goals that are too far outside of your reach, you set yourself up for failure. For example, if you plan to submit your resume to 50 job postings by the end of the day – this may seem overwhelming. However, you may be able to complete a smaller number each day until you reach 50 submissions

## **REALISTIC:**

This is not a synonym for “easy.” Realistic, in this case, means “do-able.” Your goals need to be realistic for you and where you are at the moment. A goal to complete a degree within two years may not be realistic for your situation. Pace yourself but be sure to set goals that you can attain with some effort. Too complicated, and you set the stage for failure, but too easy, and you won't reach your potential.

## **TIMELY:**

Set a timeframe for the goal: for next week, in three months, by the end of the year. Putting an endpoint on your goals gives you a clear target to work towards.  
your goal gives you a clear target to work towards. Time must be measurable, attainable and realistic.

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**S = SPECIFIC**

**M = MEASURABLE**

**A = ATTAINABLE**

**R = REALISTIC**

**T = TIMELY**

## Let's work on your SMART GOAL!

Before you start writing, think about this:

- What career goal do I most want to focus on right now?
- What good or difficult things might happen if I work toward this goal?

Write your goal below:

What result/outcome are you hoping for?

### Establish attainable action steps.

It is essential to place a timeline on your actions to measure your progress and see if you need to make any adjustments as you move toward your goal.

First action step:

Timeline:

Second action step:

Timeline:

Third action step:

Timeline:

Fourth action step:

Timeline:

## SMART GOAL (Continued)

### Who is your support network for the goal you have set?

Your support network should include supportive people who believe that you can achieve your goals.

Who is your first support?

Who is your second support?

Who is your third support?

### Identify any obstacles.

Being prepared and having a plan to identify and manage obstacles will help you accomplish your goal.

First obstacle:

Second obstacle:

Third obstacle:

### Brainstorm what adjustments you can make to overcome these obstacles.

You may want to discuss some of the obstacles with someone from your support network and identify resources.

One adjustment I can make is: