# Goal Setting: S.M.A.R.T. Goals

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**Your Goal Statement:**

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(Write a clear and concise statement of the goal you want to achieve.)

## S.M.A.R.T. Criteria:

**1. Specific:** What exactly do you want to achieve?

➢ Example: "Attain a mid-level position in the marketing department within the next 6 months."

**2. Measurable:** How will you measure your progress and know when you've achieved your goal?

➢ Example: "Track the number of new LinkedIn connections made each month. The goal is to connect with 20 alumni professionals within the next month."

**3. Achievable:** Is the goal realistic and attainable?

➢ Example: "Considering my current skill set and experience, this goal is challenging but realistic with focused effort."

**4. Relevant:** Is the goal aligned with your broader objectives and values?

➢ Example: "Yes, achieving this position aligns with my career aspirations and long-term goals."

**5. Time-bound:** What is the timeframe for achieving this goal?

➢ Example: "Within the next 6 months, starting from [insert start date]."

## Action Plan:

**Tasks and Steps:**

Break down your goal into smaller, manageable tasks.

**Example:**

➢ Update resume and LinkedIn profile by [specific date].
➢ Attend networking events and connect with industry professionals.
➢ Apply for at least 5 suitable positions each month/bi-weekly.

## Potential Obstacles:

Identify potential challenges and obstacles.

**Example:** "Limited networking opportunities due to current work schedule."

## Strategies to Overcome Obstacles:

List strategies to overcome obstacles.

**Example:** "Schedule informational interviews during lunch breaks or after work hours."

## Progress Tracking:

**Milestones:**

Define milestones to track progress.

**Example:**

- ➢ Month 3: Complete networking events and establish connections.
- ➢ Month 6: Submit applications to targeted positions.

## Review Dates:

Schedule regular review dates to assess progress.

**Example:** "Bi-monthly self-assessment and adjustment of action plan as needed."

## Reflection and Adaptation:

**Reflection Questions:**

- ✓ What have you learned from the progress made so far?
- ✓ Do you need to adjust your action plan or set new goals based on your reflections?