

SMART Goals: Tracking Charts

Creating SMART goals will support you as you work toward achieving your career and personal aspirations. A goal is the object of a person's ambition or effort; an aim or desired result. Very often in career transition, the goal is to land a new job. Within that goal, there are likely layers or "sub-goals" of that goal you are trying to achieve. Review the following information to begin creating and tracking your own SMART goals.

SMART Goals

A SMART goal is a goal that is written out in a complete format that is:

(S) Specific

A detailed statement that identifies the goal or what you will do.

(M) Measurable

A defined way to know you've achieved the goal. Usually, a tangible metric or data point that identifies or measures progress.

(A) Attainable

The goal has to be realistic and attainable. Saying you are going to land a position as a project manager with a salary is \$150,000 is great – very specific and measurable – but completely unattainable if you lack the right experience or are not targeting the right companies that offer salaries at that level. Also, if you are setting multiple goals, are you getting too ambitious? Given your time constraints, be sure the goal is realistic.

(R) Relevant

Will this goal meet your needs? Is it relevant to the impact you are trying to make on your life? If you are setting multiple goals – how do they fit together?

(T) Time-based

Each goal needs to have a deadline, and each milestone within the goal – or each sub-goal – should have a time attached to it. For example, "by February 15" or "each week".

SMART Goal Example

Specific: Land a position as a Virtual Training Instructor

Measurable: with an annual salary of \$89,000,

Attainable: leveraging 5 years' experience and documented accomplishments

Relevant: to help me reach this next rung on the ladder

Time Bound: by June 15, [Year]

SMART Sub-Goal Example

The following example is about professional development which will serve the ultimate career goal example listed above.

Specific and Measurable: Register for and complete a training and design class through the Association of Talent Development

Attainable: taking advantage of my current free time

Relevant: to help me develop professionally and show potential employers I am dedicated and passionate about my field

Time Bound: by May 12, [Year]

Goal Chart

As you begin to identify and evaluate goals, a goals chart template can be a useful tool. The format provides a quick overview, which allows you to compare several goals and analyze the relevance and practicality of pursuing them. You can also use this chart template to drill down into a single goal by using the rows to refine and revise initial ideas. This kind of granular focus can help facilitate your work toward a final plan.

SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME BASED
Who? What? Why? Where? When?	How much? How often? How many?	Achievable?	Is it crucial to what you wish to ultimately achieve?	When?

Plan For and Track Your Progress

Once you have your goals set, the next step is to engage a system to help you track your progress and remind you of your priorities. A few popular strategies to do this include:

- » Make a chart
- » Use a task list
- » Use a tracking app
- » Calendar daily at a designated time
- » Journal daily at a designated time
- » Review your goals at night

Here is a partially-completed tracking chart that demonstrates how you may track your progress:

	Milestone	Actions taken	Thoughts, reflections and progress notes	Results
Goal: Complete a training and design class through the Association of Talent Development	Sign up for course	Reviewed the course offerings and schedule	May have to wait until June to take course – the April class times overlap with kid’s baseball games	Arranged alternative transportation for the kids and will still be able to make the games. Enrolled in April class.
	Complete course pre-work	Downloaded assignments; purchased required textbook	Arranged schedule and made appointments with myself to allot study time	Completed pre-work in time for first day of course
	Attend all classes	Blocked calendar	Blocking the calendar was important – prevented me from double-booking myself	Successfully attended all classes
	Complete all homework			

Use these examples to create your own charts so you can clearly define your goals and measure your progress toward achieving those goals.

Next Steps

- Identify and set your goals
- Define your goals and sub-goals using the SMART goal format
- Select and use a tracking method