

SMART GOALS

WORKSHEET

NAME: _____ POSITION/FIELD: _____

DATE: _____ DEPARTMENT/TEAM: _____

CAREER GOAL STATEMENT: _____

S	<u>SPECIFIC</u> WHAT EXACTLY DO I WANT TO ACHIEVE IN MY CAREER?	
M	<u>MEASURABLE</u> HOW WILL I MEASURE SUCCESS?	
A	<u>ACHIEVABLE</u> IS THIS GOAL REALISTIC WITH MY CURRENT SKILLS AND RESOURCES? WHAT DO I NEED TO SUCCEED?	
R	<u>RELEVANT</u> HOW DOES THIS GOAL ALIGN WITH MY LONG-TERM CAREER PLANS?	
T	<u>TIME BOUND</u> WHEN DO I WANT TO ACCOMPLISH THIS GOAL?	

ACTION STEPS:

PROGRESS TRACKING & REFLECTION: