**Goal Setting Worksheet for Career Planning**

Goals help keep you focused. S.M.A.R.T Goals help you achieve.

Understanding the length of time you have to achieve your goals is essential. S.M.A.R.T Goals set a timeframe and build momentum. They also support a positive outlook. Setting S.M.A.R.T Goals means celebrating successes along the way to stay motivated and focused. Regularly reflect upon your goals. Set short-term, mid-term, and long-term goals. Adjust them to accommodate changes in thinking and circumstances. **Set S.M.A.R.T Goals, below.**

**S** = **Specific** – detailed and focused

**M** = **Measurable** – quantifiable and produce specific results

**A** = **Attainable** – achievable and action-oriented

**R** = **Realistic** – practical yet challenging

**T** = **Timely** – clear deadlines, timeframes and/or completion dates

**S.M.A.R.T. Goals**

1. **First**: Brainstorm Goals in the chart on p.1.
2. **Second**: Circle your top 1-3 in each category
3. **Third**: List your circled goals in the chart on p.2. Then, write S.M.A.R.T. Goals.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Self** | **Relationship** | **Work** |
| **Short-term** |  |  |  |
| **Mid-term** |  |  |  |
| **Long-term** |  |  |  |

**S.M.A.R.T. Goals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Action Steps** | **Measurement** | **Celebrate** |
| **Short-term** | What steps will you take to achieve each goal? | How will you know when the goal has been achieved? | What will you do to celebrate reaching your goal? |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |
| **Mid-term** |  |  |  |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |
| **Long-Term** |  |  |  |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |
| Self, Relationship, and/or Work | Specific:  Action Item:  Is it Realistic?: | Measurement:  Time Bound: |  |