

## Career SMART Goals Template:

### Goal Statement:

- Start with a clear and specific statement of the goal you want to achieve.

### Specific:

- Define exactly what you want to accomplish. Avoid vague or broad statements.
  - Example: "Increase my software development skills."

### Measurable:

- Establish criteria for measuring progress and determining when the goal has been achieved.
  - Example: "Complete at least three online courses on advanced programming languages within the next six months."

### Achievable:

- Ensure the goal is realistic and attainable given your resources and constraints.
  - Example: "Allocate 5 hours per week for studying and practicing coding."

### Relevant:

- Confirm that the goal aligns with your overall career objectives and is meaningful to your professional growth.
  - Example: "Enhancing my software development skills aligns with my goal of transitioning to a senior developer role."

### Time-bound:

- Set a deadline for achieving the goal to create a sense of urgency and focus.
  - Example: "Complete the three online courses by September 30th, 2024."

### Action Plan:

- Outline the specific steps and actions you need to take to accomplish the goal.
  - Research and select relevant online courses.
  - Create a study schedule to allocate time for learning.
  - Actively participate in course activities and complete assignments.
  - Review and practice learned concepts regularly.
  - Seek feedback from peers or mentors to gauge progress and areas for improvement.

### **Progress Tracking:**

- Identify how you will monitor progress towards your goal.
  - Example: "Track completion of each course and assess understanding of key concepts through quizzes and practical exercises."

### **Adjustment and Reflection:**

- Be prepared to adjust your plan as needed based on challenges or new opportunities that arise.
  - Example: "Reflect on my learning experience regularly and adjust my study schedule or resources if necessary to stay on track."

### **Success Criteria:**

- Determine what success looks like and how you will know when you have achieved your goal.
  - Example: "Successfully completing all three courses with a strong understanding of advanced programming concepts and skills demonstrated through practical projects."