



Goal setting for your career:
Make the most of your experience



Why set goals?

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- Think through where you WANT to be and what you plan to achieve
- Writing down goals makes it more likely that you'll share them with others
 - Both steps increase the likelihood substantially that you will achieve goals
- Great way to keep yourself on-track
 - Set a time weekly or bi-weekly basis to revisit goals



To manage your career, consider your goals, both short-term and long-term

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Time period	Goal(s)
Next 3 months	• TBD
3 to 12 months	• TBD
1-2 years	• TBD
3-5 years	• TBD
5-10 years	• TBD
10+ years	• TBD

Use SMART© technique to evaluate your goals



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Specific

Measurable

Atttractive

Realistic

Timely



Review your goals and refine to improve their efficacy

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Specific	Does your goal include details of the type of position, location and other details that are important to you?	
Measurable	How will you know if you've achieved your goal? Is there a way to track your success?	
Attractive	Review your goal to make sure it is what you <u>really</u> want	
Realistic	Is your goal something that you can achieve? Have you set a goal that is too easy and should you strive for something more? Is it too much of a "stretch" goal? Is there an interim goal you should set first?	
Time bound	Do you know when you want to achieve your goal? Set a time limit (e.g. secure X position by June 2013).	
Total score / 50		



Use a simple tracking process each week to make sure you're on track

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Goal	Activities to support goal				
	Ahead	On track	Behind	Far behind	
					• TBD
					• TBD
					• TBD
					• TBD
					• TBD
					• TBD