

## Develop S.M.A.R.T. Goals

Goal setting goes hand-in-hand with creating your career development plan. Once you have identified your career goal, you can identify skill gaps you need to fill and experiences that you need to have before you can attain that goal. Setting goals will give you a long-term vision of where you want to go in your career and short-term motivation to make progress toward attaining those goals as well as focusing your development activities and job search so that what you do is aligned to your end goal.

**SMART** represents the five characteristics of well-designed goals that help you to focus your efforts into an actionable plan for results.

You can use the following checklist to help you determine whether a performance or development goal is **SMART**

**S**

**Specific:**

What exactly will you do/accomplish in order to develop a new skill?

**M**

**Measurable:**

How will you know your goal has been achieved? Make your goal measurable and quantifiable

**A**

**Attainable:**

Is the goal within your ability and control to achieve?

**R**

**Relevant and  
Realistic:**

Will achievement of this goal help you move toward your career goal?  
Effective goals are challenging enough to stretch your abilities

**T**

**Time bound:**

By when will you accomplish this goal?

## EASY FORMULA FOR WRITING GOALS

How to word a development goal can be difficult at times. This formula can help.

\_\_\_\_\_ by \_\_\_\_\_ as measured by \_\_\_\_\_  
**Do this ...                      this date ...                      this measureable outcome.**

**Example: I will improve my training facilitation skills by the end of February 2016 by completing the Facilitation Skills for Leaders class.**

ACTION WORDS for the "DO THIS"

Achieve Improve Increase Reduce	Complete Implement Launch Execute	Plan Design Arrange Coordinate
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