



GOAL SETTING WORKSHEET

The Goal Setting Worksheet is designed to help you reflect on your strengths, areas for improvement, and your career goals. As you consider your options, keep in mind that each goal is best achieved in smaller steps. To help with this, we use the SMART formula:

S
Specific

M
Measurable

A
Attainable

R
Realistic

T
Timely

Goal Statement: What short-term and/or long-term career goal would you like to achieve?
What will achieving this goal do for me?
Resources: What is needed to accomplish this goal?

Action Plan: What steps can you take to help you move towards your goal?	Timeline:
1.	
2.	
3.	