Career Development Services – SMART Goals Fast Facts

Aim, Shoot, Score: Developing a SMART Career Plan

- Good time management + effective goal setting = SUCCESS!
- Success is defined differently by different people → Getting a 4.0, Landing a dream job after college, Having a partner and a family, Traveling abroad, etc.
  → However, success and goals go hand in hand
- The goal is the destination, but the ACTION PLAN gets you there
  o An action plan is just little goals (or activities) that lead you to the larger overarching goal
- Writing down goals makes them real, and helps you focus daily/weekly on the tasks needed to achieve the goal and not get overwhelmed.

  Tips when writing your goals and action plan:
  o Short sentences, simple language (Smart), and specific dates (smarT);
  o Challenging but realistic (smArt) activities/goals → this takes practice;
  o Number your action steps, have target dates (smarT);
  o Keep goals in a highly visible place (fridge, bulletin board, bathroom mirror, etc.) → look at it every day; &
  o Use positive language
- Short-term versus long-term goals
  o Short-term
    ▪ Example: “I will complete this assignment by ___.” Or “I will receive a B on my history paper.” Then you write steps (activities/goals) for achieving that overarching goal. This smaller goal might be within an action plan for becoming a history teacher, which is a long-term goal.
    ▪ If you tend to procrastinate, checklists and daily tasks might be helpful → baby steps, small wins
  o Long-term
    ▪ These goals require future planning
    ▪ Example: “I will earn my Associate’s degree by 2017.” Or “I will be accepted into OSU’s nursing program by September 2018.” Then you write action steps to accomplish goal.
  o Everyone’s perception of time varies, so you determine short- versus long-term goals.

  Action plans/timelines/target dates are all adjustable. However, that doesn’t mean you have excuses for not reaching targets/goals. Who holds you accountable?
- Reward yourself for reaching a goal! → Celebrate small wins! Keep yourself motivated! But it should be a small reward because there are always more goals!
- Goal-setting helps people:
  o Achieve more
  o Improve performance
  o Increase your motivation to achieve/succeed
  o Increase your pride and satisfaction in achievements
  o Improve your self-confidence
  o Decrease stress and anxiety
  o Concentrate better
  o Graduate faster
  o With their memory
  o Manage their time