

# Career Development Services – SMART Goal Worksheet

Today's Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Date Achieved: \_\_\_\_\_

**Career-related Goal:** \_\_\_\_\_

**Specific:** *What exactly will you accomplish?*

**Measurable:** *How will you know when you have reached this goal?*

**Attainable:** *Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them?*

**Relevant:** *Why is this goal significant to your life?*

**Time-Driven:** *When will you achieve this goal?*

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Date Achieved: \_\_\_\_\_

**Career-related Goal:** \_\_\_\_\_

What are the concrete **action steps** required to reach your goal?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

What are some other goals within your overarching Career Plan?

Are there obstacles or barriers that will prevent you from attaining your goal? How will you overcome these barriers?

How will you deal with the distractions that prevent you from meeting your goal?

Who will help you stay on track with your action plan to meet your goal?

What is the reward for completing specific action steps or accomplishing your goal? (extrinsic vs intrinsic rewards)