Career Management:
SMART Goals

This document defines SMART goals and provides examples. After reading the definition and examples, set one SMART academic goal and one SMART professional goal for yourself. Follow the examples in setting up your goals. Be sure to break-down each goal into sub-goals. In determining your goals consider this question: What goal(s) could help you transition into scholar-practitioner status?

Successful Career Management involves taking action to define your goals and a plan of action for achieving these goals.

SMART Goals are:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Specific

Example: SMART Career Goal – Determining Career Options

By the end of three months, I will have researched two career options with regards to potential employers and jobs in my desired location, their desired qualifications, and whether they fit my interests, values and skills.

Sub-goal 1: By the end of this week, I will choose two career options to research

Sub-goal 2: By the end of this month, I will research the two career options I selected. In particular I will take the following steps:

- I will determine the qualifications, employment outlook, opportunities and salaries in my location for each of the two career options
- I will determine if I need additional training, skills, and work experience beyond my degree
- I will explore the following resources for answers:
  - Google jobs in my field
Research section of Career Center website including job sites such as indeed.com

Professional publications, books, etc.

- By the end of three months from now I will have conducted 6 informational interviews to “get the inside scoop” on my selected career options. I will ask the following questions:
  - How did you acquire your job?
  - What do you enjoy the most about your job?
  - What are the challenges associated with your job/career?
  - What are the top qualifications that your organization seeks?
  - What is the workplace culture like?
  - What are your organization’s top challenges?

Once this goal is accomplished, I will then develop a plan for strengthening my qualifications and my brand.

Now, write two SMART goals for yourself: One academic goal and one career goal.