

Questions to reflect upon	S.M.A.R.T.E.R. Goal Statement
<ul style="list-style-type: none"> • What do you want to achieve/accomplish in your career? • What do you envision for your career in another 10 years? • Answers questions such as Who? What? Where? When? Why? Which? 	<p>Specific Statement:</p>
<ul style="list-style-type: none"> • What are the metrics and milestones to know you have reached/achieved your goal? • What evidence will prove you're making progress toward your goal? 	<p>Measurable Statement:</p>
<ul style="list-style-type: none"> • Is your goal achievable or do you need to take additional steps to become better prepared to achieve your goal? • Can this really happen? Attainable with enough effort? What steps are involved? • Am I willing to commit to achieving this goal? 	<p>Achievable Statement:</p>

<ul style="list-style-type: none">• Why the goal is important to you• How achieving this goal will help you?• How will it contribute toward your short term or long-term goals?	Relevant Statement:
<ul style="list-style-type: none">• When will this goal begin and end?• What is your goal timeframe for reaching the goal?• When do I need to take action?	Time-based Statement:
<ul style="list-style-type: none">• How will you evaluate the progress towards your goal?	Evaluate
<ul style="list-style-type: none">• If you hit a roadblock, how will you adjust your approach to continue working towards your goal	Readjust

Your Goal Statement Use the suggestions and S.M.A.R.T.E.R. sentences you completed above to write your entire S.M.A.R.T. goal statement.

My S.M.A.R.T.E.R. GOAL Statement for my personal goal:

My S.M.A.R.T.E.R. GOAL Statement for my professional goal: