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| Develop a SMART goal for your Virtual Internship Program | | | |
| Criteria | Description | Questions to consider | Your answer |
| Specific | States in clear terms what outcome, result or behaviour is to be achieved. | * What do I want to accomplish on this program? * How will I accomplish it? * Why do I want to accomplish is? * Who will need to be involved? | *I want to work at Microsoft, so I want to complete this Virtual Internship to gain a better understanding of Microsoft.*  *I want to know what Microsoft values in its employees.*  *I want to know what is required to get a role at Microsoft.*  *I want to be well-prepared for a future interview with Microsoft.* |
| Measurable | Includes a description of the desired outcome and/or measurable results. | * How will I measure this? * How will I know when I’ve completed it? * How will I know if I’m on track to complete this program? | *I will set an end date for when I will complete this Virtual Internship*  *I will put 100% effort into each task I am required to complete. I will review my progress each week to make sure I am on track.* |
| Achievable | A realistic expectation, given time and resources. | * Do I have the skills and knowledge currently to complete this program? * Is this the right time for me to complete this program? * Do I have enough time and resources to complete this program? * Does this goal challenge me in the right way? | *Yes, my skills and knowledge are sufficient for the program. This time is best suited for this work as everyone is quarantined at their homes. My time and resources are well managed for this task of virtual intern. This challenge will help me achieve my goal in the right way.* |
| Relevant | There is a clear link to the goals of the department, division, the company and its values. | * Is this worth my time and effort? * How does this link to my career choice? * Is this the right time to complete this program for me? | *Yes, totally worthy of my time and effort. My career choice would be to become a member of technical staff at Microsoft.* |
| Time Bound | There is a time limit or deadline by which the objective must be achieved, and there may be a time frame to track phases of completion in an action plan. | * When do I want to complete the program by? * How long do I want to allocate to each module? * How will I track my progress against time per module? * What is my target end date? | *I need to complete this virtual internship within 10 weeks. I will allocate 30 minutes to each task but understand this may need to be expanded for some. I will set weekly goals to achieve modules and tasks and allocate time to review and learn from model answers.* |

Now write out your SMART Internship Goal in full (considering the answers to your questions from above):

*I want to accomplish stable knowledge of the organization. In order to do that I’ll refer the tutorials and resources provided to me. This will help me boost my profile and prove myself as a worthy candidate to the company. It’s a virtual task and only my own self will be required.*

*I will measure the outcome on the basis of feedback and the scale at which my task is done. I will know as all modules will be completed. My right track would be guided by my mentors and Forage too.*

*Yes, my skills and knowledge are sufficient for the program. This time is best suited for this work as everyone is quarantined at their homes. My time and resources are well managed for this task of virtual intern. This challenge will help me achieve my goal in the right way. My career choice would be to become a member of technical staff at Microsoft. I want to complete this program by the next week. I will allocate 1 day/ module. My progress is being tracked at Forage. My target to complete this internship is within 10 weeks.*