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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 get the experience of Microsoft environment*  *That is why I enrolled myself in this virtual Internship.*  *And I will accomplish it by walking on all 6 modules.*  *I have to involve myself with an open vision to adapt all*  *positives regarding this internship.* |
| 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? | *By focused on this internship by setting an end date.*  *By giving my best in all task and review my progress to*  *check whether I'm on a right track or not* |
| 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? | *I have relevant skill to complete this internship. II I stuck*  *anywhere, I will seek help from my seniors or share ye*  *problem in discussion form. And In this lockdown, I have*  *enough time to complete this internship.*  *Maybe in future, some tasks may be more challenging, but when we have a clear vision thing will quite be easier.* |
| 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? | *Absolutely, this intenship is directly related to my work*  *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? | *May be it will take 4 weeks to complete this virtual*  *Internship*  *I will give around 20-30 minutes to each task*  *My large! data is 31 August 2020, but I will try to complete*  *before.* |

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

I want to get the experience of Microsoft environment that is why i enrolled myself in this virtual intern. And I will accomplish It by working hard 6 modules to involve myself with an open vision to adapt all positives regarding’s in this internship. I have relevant skill to complete this internship. if I am stuck anywhere, I will seek help from my seniors or share my problem in discussion form. And In this lockdown I have enough time to complete this internship

May be in future, some tasks may be more challenging, but when we have a clear vision, things will quite easier. This internship will surely enrich myself as a professional