To use this template: File → Make a Copy

Goal Setting Activity

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Goal Setting Activity

Instructions & Guidelines

PURPOSE:

- ❏ Use this as an interactive tool to complete the activities.
- ❏ As you go through the activities, remember this is a foundation to plan your goals and the steps required to start working towards your ideal future state.
- ❏ After you have finished, save this workbook as a living document to revisit your goals throughout the program.

HOW TO COMPLETE THE WORKSHEET:

This worksheet is meant to be opened as a Google Slides file to enable the editing features.

- ● Set View to 100% to complete the sheet. Select *View* in the Menu Bar ➡ *Zoom* ➡ 100%

- ● The best way to complete the activities in this workbook is by following the *Goal Setting Activity* in Synapse on one screen while following the instructions here on another screen.

PART 1- You will find color-coded sticky notes which are meant to be copied to paste around the circles for Career (Yellow), Health (Pink), and Personal (Blue.)

PART 2 - You will find color-coded sticky notes which are meant to be copied to paste inside and outside the circle. Inside (Green), Outside (Grey).

To make a copy of the sticky note: Select the figure ➡ Right Click ➡ *Copy*.

PART 3 - Use the space provided to write your 10-year vision statement.

PART 4 - Use the empty tables to write down your SMART goal.

PART 5 - Use the three tables to break your SMART goal into your 10, 5, and 1-year Action Plan.

HOW TO SUBMIT YOUR WORK:

Once you complete the activities, please download the deck as a PDF and upload it in the "Project" Tab in Synapse.
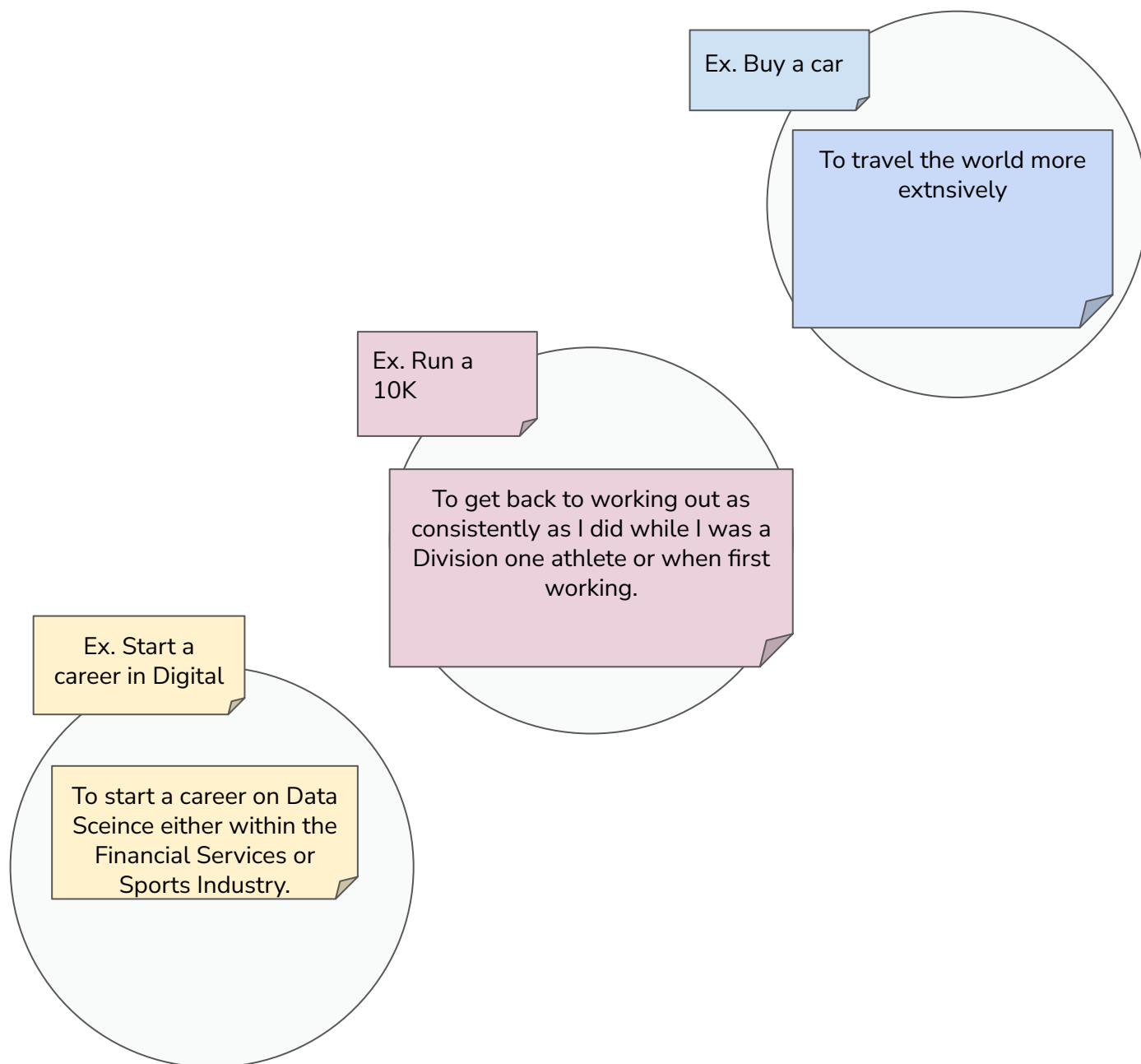To download it as a PDF, select *File* in the Menu Bar ➡ *Download* ➡ *PDF Document (.pdf)*

PART 1 - Mind Map

A Mind Map is a drawing that connects information around a central subject. In this case, we are focusing not only on your career but on your health and personal life as well. This will support you in clarifying what will be important to include in your vision & goals.

Within or around each circle, answer the questions:

• What is ideal in my health/personal life/career?
• What does health/personal/career mean to me?

Ex. Buy a car

To travel the world more extnsively

Ex. Run a 10K

To get back to working out as consistently as I did while I was a Division one athlete or when first working.

Ex. Start a career in Digital

To start a career on Data Sceince either within the Financial Services or Sports Industry.

PART 2 - What Do I Want?

After completing the Mind Map, what themes do you notice are emerging? Which are the areas on the map that you want to develop further, and what seems irrelevant to your personal/health/career goals?
Use this simple exercise to get clear.

Place what you do want in life inside the circle.
Place what you don't want outside of the circle.

What I don't want

To continue to feeling unfulfilled in my work and not enjoy life to it's fullest.

Ex. To become a UX Designer

To hone my data skills in a way that I am able to leverage them into a rewarding career.

Ex. Be unfulfilled in my career

PART 3 - Who am I in 10 Years?

Take a look at the 10-year prompts below. Thinking about your responses, as well as the exercises we've gone through so far, answer the question, "if everything goes to plan, what do my health, personal life, and career look like in 10 years?"

In 10 years I am ____ years old
In 10 years I feel _____
In 10 years I am _____
In 10 years I contribute by _____
In 10 years my achievements include _____
In 10 years I've experienced _____
In 10 years I'm surrounded by _____
In 10 years I'm a point of inspiration and influence for _____
In 10 years I'm helping to bring into the world _____

Use the space provided to write out the first draft of your vision statement.

If everything goes to plan, what do my health, personal life, and career look like in 10 years?

In 10 years I am 40 years old.
In 10 years, I feel a renewed passion for life and fulfillment in my career.
In 10 years I am happy, fulfilled, and motivated to keep pursuing my passions.
In 10 years I contribute by giving back to those younger than me.
In 10 years my achievements include having the life and career I want with a greater knowledge base.
In 10 years I've experienced more of the world and what it has to offer.
In 10 years I am surrounded by the people I love who were there when it counted and new people who have brought something special into my life.
In 10 years I'm a point of inspiration and influence for young people who may feel like they're lost or falling behind because their path wasn't always linear.
In 10 years I'm helping to bring into the world more compassion and kindness.

PART 4 - SMART Goals

Now that you have completed your 10-year vision statement let's start working backward from there by defining your SMART Goals. Remember SMART Goals are those that are:

Specific (detailed, clear, not very big or general, state exactly what's expected)
Measurable (quantifiable, concrete, observable progress toward achieving this goal)
Achievable (realistic, attainable, barriers could be overcome)
Relevant (supports other goals, makes sense)
Time-bound (has a specific target date or deadline)

Example	My Goal: Be ready for a career in digital.
Specific	I want to better understand and effectively use the industry-standard tools and technology for my discipline.
Measurable	I want to receive a final grade of 90%, which will reflect a deep understanding of the learning material.
Achievable	I will look for additional resources outside of class time to complement my studies.
Relevant	It will support my transition from student to professional.
Time-bound	I want to be confident in my skills and ready to take them to market by the end of my program.

What was the career goal that brought you to BrainStation? Use the table below to write it out as a SMART goal.

	My Goal: *Type here.*
Specific	*Type here.*
Measurable	I want to achieve my Data Science diploma, demonstrating my grasp for the broad array of topics learned throughout the course.
Achievable	I will continue relevant self-paced study outside of learning hours that is relevant to the subjects I hope to master.
Relevant	It will help support my desire to shift back into a data-focused role.
Time-bound	I want to be confident in the interview process by the time the program ends.

PART 5 - Your Action Plan

Using the SMART Goal Framework from the previous section, create an action plan for your main goal. Your action plan will aim to break your goal into a 10, 5, and 1-year vision so that you can surface actionable steps to take towards achieving your goal.

Use the tables provided to list the action, steps, resources, and target date for each goal.

My Goal (Example): 1 year - Be ready for a career in digital.

Action	Step 1	Step 2	Resources	Target Date
Obtain a diploma in a digital discipline	Research different educational programs and institutions	Register for BrainStation program	Online research Check with colleagues who previously attended	The end of my 12-week program

Use the tables below to break down your SMART goal into your action plan.

Goal:				
Action	**Step 1**	**Step 2**	**Resources**	**Target Date**
Be in charge of my own career.	Become independently employed or start own	Become a subject matter expert in data related role that allows me	Friends, family, professional network	10 years

Goal:				
Action	**Step 1**	**Step 2**	**Resources**	**Target Date**
. Be an established professional within a Data focused role.	Land a data-oriented job.	Continue to develop Data-related skills.	Professional network and continued skill development	5 years

Goal:			through online programs.	
Action	**Step 1**	**Step 2**	**Resources**	**Target Date**
Obtain my Data Science Diploma	Join BrainStation Data Science Cohort	Complete the program with sufficient scores	BrainStation team and accompanying resources	1 year

Additional Notes

Feel free to use this slide as additional working space for any notes, observations or tables you wish to keep for yourself. We will not review this section.

Type here.

Coming from a financial services background, I am still interested in that space but am also interested in data science more broadly. I am open to the possibility of landing a job in a different industry that will utilize my newfound data skillset.