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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? | 1. *Transcending into culture of Microsoft of innovative & sustainable development for businesses & organizations.* 2. *By practicing & responding to the task That I’m aligned.* 3. *To be able to grow to provide a bigger contribution in running solutions.* 4. *Me.* |
| 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? | 1. *By self assessing my scores in assignments.* 2. *On submission of all of my assignments & tasks.* 3. *When I am meeting deadlines & finding myself in pool of other interns.* |
| 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? | 1. *Yes, with good English vocabulary & technology / management cognition.* 2. *Yes, being a young adult I have the most peaks to be able to do a any kind of task.* 3. *Yes, I have both of them.* 4. *Yes, it does since being in a workforce that gives first hand support to solutions. It does challenge me to perform everyday.* |
| 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? | 1. *It is sure worth the time and effort as it gives experience of working alongside.* 2. *It proves to be a pathway of transition from graduation to employment.* 3. *Yes, I am midst career shaping duration.* |
| 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? | 1. *Within a month of start to maintain it in schedule with other practices.* 2. *2 days at max.* 3. *I will use google calendar and mark everyday if a section of my task for the day is done.* 4. *I month from start.* |

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