**S.M.A.R.T. Goals Template**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Research:**

**1.**

**Initial Goal**

Be able to successfully navigate Rockwell Automation software.

**1. Specific**

I need to be able to navigate software used to interact with PLCs so I can program them and be able to teach others about them. I might involve my mentors, but this seems to be more of an individual goal. I need to do this fairly early in the process.

**2. Measurable**

I will attain this goal when I am able to get from one part of the software to the other, and when I am able to efficiently do things.

**3. Achievable**

I think I can easily achieve this goal. I feel like I have the skills needed, but if I do get stuck, there are videos and tutorials to help me get back on track.

**4. Relevant**

Before I am able to teach others or do pretty much anything else until I understand how to use the software.

**5. Time-bound**

I need to be able to do this fairly soon. This will be one of the first things I accomplish. Hopefully this will be done in the first week or two.

**S.M.A.R.T. Goal**

I need to be able to navigate Rockwell Automation Software in order to be able to teach others. In order to attain this goal, I will be able to navigate and use the software to do basic tasks. I can use online tutorials or my mentors when I need help. Before I am able to do much of anything else, I need to be able to use the software effectively. Thus, I need to accomplish this goal quickly in order to move forward in my project.

**2.**

**Initial Goal**

I need to understand the different applications of PLCs.

**1. Specific**

I want to be able to understand PLC’s and their applications. I need to be able to know what they do in order to write my training program to be able to accomplish something. I need to do this after I navigate software. I should be able to do this on my own.

**2. Measurable**

This goal will be accomplished when I know the applications of PLCs and how I will fit them into my curriculum.

**3. Achievable**

I am able to conduct the research to achieve this goal. I will be able to consult with my mentors (if needed) to find applications that I can use. This goal is easy to achieve.

**4. Relevant**

It is relevant so I have a possible endgame to my training program. I need to have an endgame so I can organize my training.

**5. Time-bound**

I need to have this done a week after my first goal.

**S.M.A.R.T. Goal**

I need to figure out possible applications for PLCs in order to have an endgame and organize my project. This will be done through researching what PLCs are used for and should be done shortly after my first goal.

**3.**

**Initial Goal**

I need to research other training programs to find what the most efficient means of teaching is. I need to figure out people’s learning styles so I can properly format my program.

**1. Specific**

I want to get a grasp of how different people learn in order to make my training program the most efficient that it can be. I may involve ny internship mentors because they have experience teaching people, or maybe facilitators at the Academy.

**2. Measurable**

This goal will be measurable when I am able to have a grasp of different learning methods, and when I have and idea of how this fits into my project.

**3. Achievable**

This goal is achievable because I will be able to research methods because I have resources available to me. I need to do this to better gear my project to the appropriate audience(s)

**4. Relevant**

I need to understand how people learn in order to effectively create training.

**5. Time-bound**

After or at the same time as my early goals. This research should be done in tandem with my other research goals.

**S.M.A.R.T. Goal**

I need to understand the learning process, so I need to research it to understand the different teaching and learning methods there are. I will do this in the early stages of the project.

**4.**

**Initial Goal**

Research training method companies use and why they use them.

**1. Specific**

I want to understand the training methods that companies use to train their employees. I want to understand why they train employees the way they do and what effects the training has.

**2. Measurable**

I will know when I have a list of different training methods and their applications.

**3. Achievable**

I have my internship company and the insights they provide, as well as other companies and their training. With these resources, I will be able to achieve this goal.

**4. Relevant**

This needs to be done because I need to know how I will fit my training into industry.

**5. Time-bound**

This will be an ongoing goal as I will need to talk to my Internship Host about training.

**S.M.A.R.T. Goal**

I will research the training methods companies use to better tailor my project to the needs of companies. I will do this by researching training methods used and why they are used, as well as what outcomes they have. This will be ongoing as I will need to talk to companies to gain their input.

**Mentor**

**1.**

**Initial Goal**

Gain insight to what training methods industries use.

**1. Specific**

I wish to talk to my mentor to find ways to tailor my training to the needs of companies, and to figure out what strategies companies use, and to what effects.

**2. Measurable**

When I have a clear picture of different methods used and how I will incorporate these into my project.

**3. Achievable**

I do not have the necessary skills, but I have the resources to give me the skills I need.

**4. Relevant**

This goal needs to be set because this will be an ongoing process. Thus, I will need to communicate with my mentor multiple times to get the information I need.

**5. Time-bound**

Initially, depending on how frequently I am able to talk to my mentor, this goal will be finished in a week or two.

**S.M.A.R.T. Goal**

I will need to research the methods other companies use to train their personnel. I will accomplish this by learning from my mentor and from facilitators at AHS about training methods used by different industries, then apply this knowledge to my project. This goal will be a longer one, as I will have to continuously tailor my project, but getting the initial picture will take around a week.

**2.**

**Initial Goal** *(Write the goal you have in mind)*:

I will need to present my project to my internship host. I will need to create a presentation to showcase my project.

**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

I need to create a presentation to showcase my progress on my project, receive feedback, and ensure that it meets their requirements so I can move forward.

**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

I will have achieved this goal when I have created and given a presentation on my progress on this project.

**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

I have the skills and tools necessary. It will be difficult to present this early in the process, so I may have to adjust accordingly.

**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

I will need to present my project before it is finished to ensure it meets both the school’s requirements and my Internship Host’s requirements.

**5. Time-bound** *(What’s the deadline and is it realistic?)*:

I hope to have this presentation ready and completed in the next month or so.

**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

I need to give a presentation to my mentor/Internship Host to get feedback and clear the project. I will need to do this in the next month or so so I can adjust to any feedback given.

**Learning Outcomes:**

**1.**

**Initial Goal** *(Write the goal you have in mind)*:

I will be able to know applications of PLCs and how they work

**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

I need to understand how PLCs work and their applications in order to be able to effectively teach.

**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

I will be proficient when I am able to have a conversation or present to someone about PLCs.

**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

I have a wealth of information in my training guide, as well as with my internship host, mentors, and online resources.

**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

I need to be able to explain how PLCs work in order to be able to teach or create training.

**5. Time-bound** *(What’s the deadline and is it realistic?)*:

I will need to do this in the first month or so of the project.

**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

I will need to understand and be able to talk about/give a presentation about how PLCs work in order to be able to create training and teach about them. I will use my mentors as resources and will attempt to achieve this goal in the first month or so of the project.

**2.**

**Initial Goal** *(Write the goal you have in mind)*:

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**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

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**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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**Product:**

**1.**

**Initial Goal** *(Write the goal you have in mind)*:

I will be able to demonstrate how to use PLCs and how to use them in different contexts.

**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

I will need to be able to use PLCs in different contexts in order to create training.

**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

I will have achieved this goal when I am able to give examples of ways PLCs can be changed to work in different settings. I will be able to write training for these scenarios.

**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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**Milestones:**

**1.**

**Initial Goal** *(Write the goal you have in mind)*:

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**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

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**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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**2.**

**Initial Goal** *(Write the goal you have in mind)*:

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**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

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**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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**3.**

**Initial Goal** *(Write the goal you have in mind)*:

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**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

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**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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**4.**

**Initial Goal** *(Write the goal you have in mind)*:

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**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met your goal?)*:

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**3. Achievable** *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why am I setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**S.M.A.R.T. Goal** *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*

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