All Technology Summer Analysts are required to set goals they plan on accomplishing over the course of the 10 Week Summer Internship.

Goals and objectives should be reviewed and set by the Summer Analyst and Manager in the 1st-2nd week of the Summer Analyst Program.

In alignment with Business priorities, identify the key projects, responsibilities, and accomplishments you will focus on during the summer. In order to capture the most critical priorities, please list no more than 5 goals. As you write your goals, please make sure they are “SMART” (Specific, Measureable, Achievable, Relevant, and Time-Bound).

* + Set SMART goals

**S**pecific Are outcomes/behaviors explicitly identified?

**M**easurable Can you quantify the result?

**A**chievable Can it be attained within the current environment?

**R**elevant Is the goal related to the business goals and job?

**T**imely Is a deadline or schedule included?

**Smart Goal Formula:**

By \_\_\_\_\_\_\_\_\_\_\_\_, I will do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that meets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specific behavior) (task with important and relevant outcome) (specific level of quality)  
 as measured by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
 (specific measurement means)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 1**:

**Goal 2**:

**Goal 3**:

**Goal 4**:

**Goal 5**: