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

(To edit, please download and save as a Microsoft Word document to your computer.)

A SMART career goal is Specific, Measurable, Achievable, Relevant, and Time-bound. It is a clear and well-defined objective that includes measurable criteria, is realistically attainable, aligns with one's career aspirations, and has a specified timeframe for achievement. SMART goals enable effective career planning, alignment of personal and professional aspirations, and continuous improvement, increasing the likelihood of career satisfaction

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| **Initial Career Goal** | **Write the goal you have in mind.**  **Example:** I want to advance my skills to become a director at my work.  **I want to make a career change into data analytics.** |
| **S**  **Specific** | **Make your goal clear and specific to help keep you focused and motivated to achieve it.**  What do I want to accomplish? What is the outcome I desire? How would I describe my goal?  **Example:** Graduate with my MSML to enhance my qualifications for a director position with my current employer.  **Graduate with my MSDA to learn the tools necessary for success in a data analysis role.** |
| **M**  **Measurable** | **It’s important to have measurable goals to track your progress and stay motivated.**  How will you track your progress? How will you know when the goal is accomplished?  **Example:**I will complete 1 course per month by breaking down each course using the course guide and modifying it to know what needs to be done each week. I will keep on pace by assessing my progress each week and modifying it accordingly.  **I will complete 2 courses per month by actively studying and learning the course material. I will dedicate full-time commitment to stay on pace with a 1 term completion timeline.** |
| **A**  **Achievable** | **Set realistic goals that challenge you and are achievable.**  What steps will you take to reach your goal? Is this goal realistic given your resources or constraints?  **Example:** I will create a study plan that aligns the competencies with my current work, build in 2 study hours per day, and collaborate with my manager to create goals that support my career aspirations.  **I will create a study plan to dedicate 6-8 hours of studying per day, treating the program like a full-time job. I will stay active in community groups and resources to help support my commitment.** |
| **R**  **Relevant** | **A relevant goal will directly contribute to successful results.**  Does the goal align with my career plan? Will the goal contribute to my success and growth? What do I need to change or do to make sure I stay on track?  **Example:** This degree aligns with my career aspirations of applying for a director position.  **The master’s degree directly aligns with my desire for a career change into data analytics/data science.** |
| **T**  **Time-Bound** | **Every goal needs a target date so you have a deadline to focus on and work toward.**  What is the timeline? What can I do today? What are my deadlines?  **Example:** will complete this in 2 terms. I have 11 courses, so by completing 1 course each month, I can finish my degree by the end of Term 2.  **I will complete this program in 1 term. I have 11 courses (32 CUs), so by completing 2 courses each month with the last month dedicated to the capstone, I can finish my degree by 10/31/2025.** |
| **Smart Career**  **Goal** | **Craft a new goal statement based on your responses to the questions above.**  **Example:** I will graduate with my MSML degree in 12 months to start applying for director-level positions at work, advancing my career. I will complete at least 1 course per month by putting in 2 study hours per day, and work with my manager to create goals aligned with my coursework.  **I will graduate with my MSDA degree in 6 months to make a career change into data analytics. I will complete 2 courses per month by creating a study plan that dedicates 6 to 8 hours of studying daily while networking with my community and utilizing the resources provided.** |