

s.m.a.r.t. gOALS

TASK B – COMM 1700



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JAMIE LU

W0441213

*Introduction:*

S.M.A.R.T. Goals is a guide to setting one’s goals which is typically more effective than general goals. It sets the specific goals one is aiming for rather than general ones. It asks the questions:

**SPECIFIC  
MEASURABLE  
ATTAINABLE  
REALISTIC  
TIMELY**

***\*Who: Who is involved?  
\*What: What do I want to accomplish?  
\*Where: Identify a location.  
\*When: Establish a time frame.  
\*Which: Identify requirements and constraints.  
\*Why: Specific reasons, purpose or benefits of accomplishing the goal.***

(UMass Dartmouth, n.d.)

With my career as an IT professional in mind, this document establishes my smart goals for the semester, the end of the year, and upon graduation. This document contains the steps that I need to take to attain each goal.

# GOAL FOR THE SEMESTER:

# Have high average final grades

STEPS NEEDED TO ACHIEVE GOAL:

1) Study at least 2 hours every day. *Extra time is study time.*

2) Be ahead of homework.

Don’t wait until the last minute to do homework.

3) Explore different careers that you can get with the skills and knowledge acquired in all the courses.

4) Be aware and if possible, attend all events and seminars related to the coursework and IT. *Network! Network! Network!*

5) Avoid common distractions such as YouTube, Netflix, and social media during study time.

6) Research study habits and try to apply them in areas you are weak in.

7) Try to do more than what is required, if possible, to earn extra credit.

8) Take each activity, quiz, assignment, and all other coursework with great importance and diligence.

# GOAL FOR THE END OF THE YEAR:

Be a healthier version of yourself

STEPS NEEDED TO ACHIEVE GOAL:

1) Schedule work out time and study time to be able to balance both.

2) Follow work plan for exercise and be able to allot at least an hour to exercise every day.

3) More water and less pop and sugary drinks.

4) No more chips and keeps sweets to a maximum of 1 every week.

5) Minimize consumption of rice. Maximum of 1 cup during lunch, ½ cup for dinner, and none for breakfast.

6) Maximum of 1 alcoholic drink per month.

7) Look in the mirror every day and say all the positive things about yourself.

8) Pray to God and attend church as much as possible.

9) Spend time talking to other people and try to meet new people and make new friends.

10) Learn to spend time with yourself and enjoy it.

# GOAL UPON GRADUATION:

Be able to find a great paying job with no difficulty

STEPS NEEDED TO ACHIEVE GOAL:

1) Create new connections.

2) Graduate with high grades.

3) Complete portfolio.

4) Make an amazing resume.

5) Develop skills needed to work as an IT Professional.

6) Attend NSCC job fairs.

7) Actively search for jobs on websites like indeed, job bank, and more.