**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 and success.

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| **Initial Career Goal** | **Write the goal you have in mind.**  **Example:** I want to work for the National Security Agency in cybersecurity. |
| **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:** Start a career in cybersecurity with the NSA. |
| **M**  **Measurable** | **It’s important to create 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 earn my cybersecurity degree in 2 years by completing 3-4 courses each term and applying for my background check and future role with NSA in my last term. |
| **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 join the WGU Cybersecurity Student Club to connect with people and complete LinkedIn Learning courses on Ethical Hacking, Threat Landscapes, and AI to build my skills. |
| **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 to work for the NSA and provides me skills and knowledge to excel in the industry. |
| **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:** This effort will lead to completing my BSCSIA degree within 2 years, meeting NSA cybersecurity job qualifications. 3 months before completion, I'll apply for security clearance, job openings, and work with my manager to create a career plan to start an internal job search. |
| **SMART Career Goal** | **Craft a new goal statement based on your responses to the questions above.**  **Example:** I intend to complete my BSCSIA degree in 2 years, allowing me to apply for NSA cybersecurity positions 3 months prior to completion. I will join the WGU Cybersecurity Club and complete some courses to build additional skills. |