**SMART Career Goals Worksheet**

 Short-term (1 Year) Mid-Range (3-5 Years) Long-term (10 Years)

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| **Draft Goal****Where do you want to be in…?** |  |  |  |
| SpecificWhat is the desired job? (i.e., position, industry, responsibilities, benefits, hours) |  |  |  |
| MeasurableHow can you quantify (numerically or descriptively) progress and completion? (i.e., title, responsibilities, pay) |  |  |  |
| AchievableWhat training, certification and skills are needed?What experience is necessary?What resources (i.e., money, equipment) are needed?Do you need help from other people?  |  |  |  |
| RelevantIs the goal in alignment with your values and strengths? |  |  |  |
| Time-boundWhat is the deadline?Is the deadline realistic? |  |  |  |
| Final Goal |  |  |  |