**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…?** |  |  |  |
| Specific  What is the desired job? (i.e., position, industry, responsibilities, benefits, hours) |  |  |  |
| Measurable  How can you quantify (numerically or descriptively) progress and completion? (i.e., title, responsibilities, pay) |  |  |  |
| Achievable  What 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? |  |  |  |
| Relevant  Is the goal in alignment with your values and strengths? |  |  |  |
| Time-bound  What is the deadline?  Is the deadline realistic? |  |  |  |
| Final Goal |  |  |  |