

gOAL sETTING

The process of goal setting will help you to identify, and move towards achieving, your career aims. Keeping your goals in sight as you progress on your journey can result in a deeper focus and increased motivation. Use the below template to write out your goals, when you want to achieve them by and the steps you need to take to get there. Bear in mind that goals should be SMART:

Specific - What do I want to achieve?
State what your goal is, in detail

Measurable - How will I know when I've achieved it?
Review your progress at regular intervals

Achievable - What will I need to do to achieve it?
List the steps you'll need to take to meet your goal

Realistic - Is it really feasible that I can achieve it?
Make sure your goal isn't far fetched

Time-bound - When exactly do I want to achieve it?
Assign a specific date of completion to your goal

Goal 1

Deadline

Step 1

Step 2

Step 3

Goal 2

Deadline

Step 1

Step 2

Step 3

Goal 3

Deadline

Step 1

Step 2

Step 3