

SMART Goals Workplan

As you chart the path to your future education or career, consider developing two to three goals. These goals will help bring clarity in the path needed to take your next step. These goals can be short-term (less than one year/perhaps education focused) and long-term (more than one year/career focused).

To create your goals, follow the **SMART** methodology (a template may be found on the next page). A **SMART** goal is:

- **Specific** – your “mission statement” that may answer the who, what, where, when, why, which, and how questions
- **Measurable** – use metrics to determine your progress to the goal (#, %, dd/mm/yy)
- **Achievable** – do you have the skills, tools, time, support or can you attain them to be successful?
- **Realistic/Relevant** – are you willing and able to do the work/does it align with your objectives?
- **Time-Bound** – a (realistic) target date for delivering your goal (dd/mm/yy)

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and to determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information.

The goal is for you to clarify the next steps you need to take to take for your next education or career stage. You may wish to consider the following when structuring your goals:

- What do you need to achieve your goal (i.e., tangible tools, skillsets, mentors, etc.)?
- Who can assist you in reaching these goals?
- Is it possible to seek out these next steps throughout the NDiSTEM conference (i.e., seek a mentor in a specific field, attend a professional development session to expand your skillset, etc.)?

Consider the below example of a SMART goal. How does the example meet the requirements of a SMART Goal? Fill in the blanks below.

“I will be accepted into an internship program at the end of the Spring semester.”

- **Specific** –
- **Measurable** –
- **Achievable** –
- **Realistic/Relevant** –
- **Time-Bound** –

S.M.A.R.T. Goals Template

Initial Goal *(Write the goal you have in mind)*

1. Specific: *What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*

2. Measurable: *How can you measure progress and know if you've successfully met your goal?*

3. Achievable: *Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*

4. Relevant: *Why are you setting this goal now? Is it aligned with overall objectives?*

5. Time-bound: *What's the deadline and is it realistic?*

S.M.A.R.T. Goal Revisit: *Review what you have written and craft a new goal statement based on what the answers to the questions above have revealed.*