

## GOALS

Goals are commonly used to increase, reduce, improve, make, or develop something (yourself!).

Examples in each area may include but are not limited to:

<b>Educational</b> <ul style="list-style-type: none"> <li>● Master or develop skills</li> <li>● Excel or improve in a class</li> <li>● Improve engagement</li> <li>● Manage time effectively</li> <li>● Develop a network to help</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>● New volunteer or work experiences</li> <li>● Excel or attain a leadership role</li> <li>● Network something you are passionate about</li> <li>● Start a business</li> <li>● Increase professional knowledge and skills</li> </ul>
<b>Community</b> <ul style="list-style-type: none"> <li>● Collect, clean up, or recycle</li> <li>● Participate in reaching out to help others</li> <li>● Work with a local organization</li> <li>● Coach or lead a local group</li> </ul>	<b>Personal</b> <ul style="list-style-type: none"> <li>● Define areas of interest and talent</li> <li>● Develop a moral framework</li> <li>● Explore new activities or groups of people</li> <li>● Take care of yourself emotionally or physically.</li> </ul>

## INITIAL GOALS:

Using a complete sentence, what is the goal you have in mind for each of the four goal areas?:

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

## SMART GOALS

Thinking about the following areas and questions, jot down any thoughts or keywords that may come to mind.

### S Specific:

Who is responsible for the goal? What needs to be accomplished? Where will the goal be completed? When will this be done? Why is this a goal?

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

### M Measurable:

What data will measure the goal? (Quantitative - How much? or Qualitative - How well?) How can you count or track the progress? What are the benchmarks? How will you know if you have accomplished it? What is the result?

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

### A Achievable

Is the goal doable? Is it reasonably achievable? Do you have the necessary skills and resources to achieve it? How will you develop the skills and resources needed to complete it if not? What is the motivation for this goal?

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

## R Relevant:

How does this specific goal align with broader life goals? Why are you setting this goal now? Why is the result of the goal significant?

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

## T Time-bound:

What is the specific deadline or time frame for accomplishing the goal?

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	

## FINAL GOALS:

Review your notes, and craft a new goal statement based on what the answers to the questions above have revealed:

<b>Educational</b>	
<b>Career</b>	
<b>Community</b>	
<b>Personal</b>	