What are career goals?
Career goals are simple and straightforward. They are future accomplishments you want to achieve that are documented and set on a timeline.

Why set career goals?
• Focus your attention, effort, and acquisition of knowledge and skills in the appropriate direction
• Help measure your progress and quantify your achievements
• Increase motivation both in the short- and long-term
• Prioritize your time and resources
• Raise your self-confidence by increasing your feelings of accomplishment and competence

How do you set career goals?
• Goals should be SMART
  o S – specific and significant
  o M – measurable and meaningful
  o A – attainable and action-oriented
  o R – realistic and rewarding
  o T – time sensitive and track-able
• It is best to set both short-term and long-term goals
  o Long-term goals are typically yearly or longer. They are broad and conceptual in scale.
  o Short-term goals are daily, weekly, or monthly. They are more specific and operational – what am I going to do today?
• Goals should be written somewhere. The act of writing them makes goals more forceful and increases accountability

Resources and Links
• Personal Goal Setting: Planning to Live Your Life Your Way
• How to Set Career Goals