

Client’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Navigators Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Created:\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Goal Date:

Completion Date:

**S.M.A.R.T. Plan**

**Short-Term Goals:** *can be accomplished in a day, a week, or a few months.*

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| --- | --- |
| *Goal* | *Timeframe* |
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**Long-Term Goals:** *can be accomplished in a semester, a year, five years, or twenty years.*

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| --- | --- |
| *Goal* | *Timeframe* |
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**Specific Goals**: *Write your specific goals using action words.*

*For example:*

* *"****Begin****training program for mechatronics"*
* *"****Earn****MSSC Safety Credential"*

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| --- | --- |
| *Goal* | *Timeframe* |
|  |  |
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**Measureable Goals:** *Identify your milestones so that you know if you are staying on target.*

*For example:*

* *Complete FAFSA*
* *Apply for training programs*

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| --- | --- |
| *Goal* | *Date Achieved* |
|  |  |
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**Attainable Goals:** *Ask yourself:*

* *Are these goals realistic?*
* *Are you going to have to make some sacrifices to reach the goals?*
* *Do you have a support system in place to help you reach your goals?*

|  |  |  |  |
| --- | --- | --- | --- |
| *Goal* | *Realistic – Yes or No* | *Sacrifice - what* | *Support – Yes or No* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Realistic Goals:** *Ask yourself:*

* *Have you researched what it takes to reach your goals?*
* *Are you committed to the goals?*

**Choices that will slow me down and strategies to stay motivated:** *Example – Problem: A fried invites me to take a two-week road trip in the same week as the midterm exam. Solution - Acknowledge that I would love to go, but work with friend to reschedule trip until after semester ends*

**Problem:**

**Solution:**

**Possible Roadblocks to achieving my goals and ways to overcome them:** *Examples – Problem: Take final exam on May 10 at 1:30 and the babysitter gets sick and cancels. Solution: Arrange for backup child care.*

**Problem:**

**Solution:**