



CAREER DEVELOPMENT S.M.A.R.T. GOAL

SMART Action Plan

SMART is a well established tool that you can use to plan and achieve your goals. Fill this out for each goal.

Specific	What is the goal? What do I want to accomplish with this goal?	
Measurable	How will I measure my progress? How will I know I have accomplished the goal?	
Achievable	Do I have the skills and the resources for it? Is achieving this goal realistic with effort and commitment?	
Timely	What is my deadline to accomplish the goal?	