

# What are S.M.A.R.T. Goals?

Tips for creating successful Individualized Training and Service Plan Goals!

## **SPECIFIC:** Who, What, Where,

When and Why. An unspecific goal would be to "Get in shape".

A specific goal would be to "apply for a scholarship at the YMCA on Friday and begin cardio 3 days per week for 30 minutes each day in order to accomplish my long term goal of losing 10 pounds"



**Specific**



**Measurable**



**Attainable**



**Relevant**



**Time Based**

**S  
M  
A  
R  
T**

## **MEASURABLE:** How Much, How

Many, How Will I Know When Its Accomplished. An un-measurable goal would be to "get

employment help". A measurable goal would be to "Attend 3 employment workshops at my local Job Center within 30 days.

**ATTAINABLE:** How Can This Goal Be Accomplished? Is This Realistic Given My Constraints? It is not helpful to tell yourself "you need to be a doctor in 5 years". A helpful plan would be to "connect to childcare, transportation and financial aid services in order to complete college and apply to medical school in 3 years

**RELEVANT:** Does taking this step get me and my family closer to our long term goal? how?

**TIME BASED:** A time-based goal will tell you what to do today, what to do weeks from today and what to do months from today until you have completed your long term goal!

## Being **specific** but **flexible**

**1)** Look at the example from the back page. Imagine for instance that at step 2 you learn that the Medical Lab Tech program has a 3 year waitlist? It's ok to adjust goals. Perhaps you can adjust the goal and apply to a Pharmacy Tech program instead.

**2)** Tracking your progress creates progress! If you revisit, update and mark-off goals a couple of times per month, you are more likely to make significant progress towards your goals!

**3)** Reward yourself when you reach milestones! Ask for support and talk to your friends and family about your goals and progress!

➤ Complete both worksheets and bring them with you to the intake appointment ◀

Final Goal

("Long term" goal that all of my interim goals get me closer to accomplishing)

I will: \_\_\_\_\_  
\_\_\_\_\_

Interim Goal 1

("Shorter Term" goal that gets me closer to accomplishing my long term goal)

So I need to: \_\_\_\_\_  
\_\_\_\_\_

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elevant  
**T**ime-Based

Action Steps: (I'm going to get my interim goal done by doing this by this date)

A) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date: \_\_\_\_\_

B) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date: \_\_\_\_\_

C) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date: \_\_\_\_\_

D) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date: \_\_\_\_\_

E) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date: \_\_\_\_\_

Time Line

(By this date)

Support Network

(Who can help if I need it?)

1)

2)

3)

Obstacles

(What challenges can I expect?)

1)

2)

3)

Adjustments

(My strategy for overcoming obstacles)

1)

2)

3)

Name:

Signature:

Date:



Complete both worksheets and bring them with you to the intake appointment



Interim Goal 2

(I'll also need to do this in order to get closer to accomplishing my Final Goal)

So I need to: \_\_\_\_\_

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elevant  
**T**ime-Based

Action Steps: (I'm going to get my interim goal done by doing this by this date)

Time Line  
(By this date)

A) \_\_\_\_\_ Date: \_\_\_\_\_

B) \_\_\_\_\_ Date: \_\_\_\_\_

C) \_\_\_\_\_ Date: \_\_\_\_\_

D) \_\_\_\_\_ Date: \_\_\_\_\_

E) \_\_\_\_\_ Date: \_\_\_\_\_

F) \_\_\_\_\_ Date: \_\_\_\_\_

Support Network  
(Who can help if I need it?)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Obstacles  
(What challenges can I expect?)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Adjustments  
(My strategy for overcoming obstacles)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Name:

Signature:

Date:

Final Goal

(Example) I will have a full-time position in the health care field as a Medical Lab Technician by 7/1/ 2020 so that I can be financially secure

Interim Goal

(Example) I will complete Med Lab Tech program through Los Medanos College and the materials (resume, cover letter, LinkedIn profile) that will support my career advancement before I can accomplish this goal

Actions & Time Line

Action Steps

Time Line

Remember to break these goals into do-able steps. Make sure that you consider the SMART goal criteria

**S**pecific

**M**easurable

**A**ttainable

**R**elevant

**T**ime-Based

- 1) Access GED classes through Horizons and complete GED testing successfully
- 2) Apply to Opportunity Junction Roadmaps to College program for support applying and accessing aid for college and speak to CalWorks worker as backup. Register for classes
- 3) Apply for childcare offered through Los Medanos college.
- 4) Connect with a counselor, career professional, and tutoring offered through the school or other community based providers (Library, Job Center)
- 5) Secure part-time employment at or near the college (food services, library, gym, paid internships)
- 6) Create a resume, cover letter, and create a LinkedIn profiles and communicate with at least 5 people in my field about my job search.
- 7) Prepare for potential interviews by using interview w resources and sample questions.
- 8) Apply for at least 4 medical Lab Technician Jobs.

Within the next 8-9 weeks. Date: \_\_\_\_\_

Within the next 3-8 weeks. Date: \_\_\_\_\_

Within the next 8-9 weeks. Date: \_\_\_\_\_

Within the next 14 weeks. Date: \_\_\_\_\_

Within the next 3 months. Date: \_\_\_\_\_

Within the next 26 months. Date: \_\_\_\_\_

Within the next 26 months. Date: \_\_\_\_\_

Within the next 42 months. Date: \_\_\_\_\_

Support Network

My college counselor, Job Center Counselor, and faculty in the Medical Lab Tech program. Other classmates taking the same college courses.

Obstacles

High competition for a job opening. Lack of experience. I do not currently know many people in the field

Adjustments

I will research my opportunities more, develop a networking system, and conduct more informational interviews.