



Goals as a Strategy to Career Success

Career Planning for Employees

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
 - S – specific and significant
 - M – measurable and meaningful
 - A – attainable and action-oriented
 - R – realistic and rewarding
 - T – time sensitive and track-able
- It is best to set both short-term and long-term goals
 - Long-term goals are typically yearly or longer. They are broad and conceptual in scale.
 - 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](#)