

# Setting SMART Goals

Goal setting is a structured approach to creating change in one's life. If you want to change jobs or begin a new career entirely, setting a goal is essential to the process. **SMART** goals are a framework for setting clear and achievable objectives. The acronym stands for: Specific, Measurable, Attainable, Relevant, and Timely.

**S**

**Make your goal SPECIFIC** – Start by simply stating your goal in as few words as possible. Then expand your goal to answer the questions of what, where, and when. Next, outline the steps you will take to achieve your goal.

- *My goal is to find a job in the life sciences.*
- *I will secure a job as a biomanufacturing technician at a company in the Boston area within the next 3-6 months.*
- *List specific action steps you'll take:*
  - *I will conduct job searches and sign up for job alerts on popular job boards.*
  - *I will update my resume and tailor it to each job that I apply to.*

**M**

**Make your goal MEASURABLE** – You need to monitor and evaluate your progress regularly and make sure that you are on track to achieve your desired results. Set deadlines and milestones for each step and mark them on your calendar.

- *I will search and apply to at least 3 jobs/week on the weekends and Tuesday evenings.*
- *I will update my resume by the end of the month.*
- *I will know I've reached my goal when I have accepted a job offer as a biomanufacturing technician (or similar role/title).*

**A**

**Make your goal ATTAINABLE** – Do you currently have the resources, knowledge, and skills to reach your job search goal? If not, then you may need to adjust your timeline and set intermediate goals that focus on getting what you need first.

- *I will attend an online workshop on resume writing to help me update my resume and focus on the skills I have developed.*
- *I will contact at least three organizations that offer career coaching to help me refine my job search and strengthen my interviewing skills.*

**The team at MassBioEd would love to support you!**

**R**

**Make your goal RELEVANT** – Make sure that the goal you're working towards is relevant to you and that it will keep you motivated to achieve it. Answer the question why do you want to achieve this goal.

- *I want to be part of the development of life saving medications.*
- *I want to be in a job with a good wage to support my family.*
- *I want to be in a job with opportunities for career growth.*

**T**

**Make your goal TIMELY** – Set a deadline for your goal and set some milestones.

- *I will reach my goal by (date): 6/30/2025*
- *My halfway measurement will be on (date): 3/31/2025*
- *Additional dates and milestones I'll aim for: Apply for 10 jobs by 1/31/2025*

# SMART Goal-Setting Worksheet

## Make your goal **SPECIFIC**

1. Write down your goal in as few words as possible.

My goal is to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Expand your goal to answer the questions of what, where, and when.

My goal is to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List at least 3 action steps that you will take to reach your goal. Be specific.

Step1: \_\_\_\_\_  
\_\_\_\_\_

Step 2: \_\_\_\_\_  
\_\_\_\_\_

Step 3: \_\_\_\_\_  
\_\_\_\_\_

## Make your goal **MEASURABLE**

4. Set deadlines and milestones for each step you identified above.

Step1: \_\_\_\_\_  
\_\_\_\_\_

Step 2: \_\_\_\_\_  
\_\_\_\_\_

Step 3: \_\_\_\_\_  
\_\_\_\_\_

5. How will you know when you have achieved your goal?

\_\_\_\_\_  
\_\_\_\_\_

**Make your goal **ATTAINABLE****

6. Do you currently have the resources, knowledge, and skills to reach your job search goal?

What items do I need to achieve my goal: \_\_\_\_\_

\_\_\_\_\_

How will I find the time to achieve my goal: \_\_\_\_\_

\_\_\_\_\_

What knowledge or skills do I need to build to achieve my goal: \_\_\_\_\_

\_\_\_\_\_

Who can I get support from to achieve my goal: \_\_\_\_\_

\_\_\_\_\_

**Make your goal **RELEVANT****

7. List the reasons why you want to achieve this goal.

I want to achieve the goal because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make your goal **TIMELY****

8. Set a deadline for your goal and set some milestones.

I will reach my goal by (date): \_\_\_\_\_

My halfway measurement will be on (date): \_\_\_\_\_

Additional dates and milestones I'll aim for: \_\_\_\_\_

\_\_\_\_\_