



# Setting SMART Career Goals

A WORKBOOK FOR SUCCESS

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# Introduction

Welcome to the SMART Career Goals Workbook – your roadmap to achieving professional success and fulfillment. In today's rapidly evolving world, setting and achieving career goals is more crucial than ever. Whether you're starting a new career, seeking a promotion, or looking to pivot in your current role, this workbook is designed to help you navigate your career journey with precision and purpose.

The concept of SMART goals is a powerful framework that has been used for decades to guide individuals and organizations toward their objectives. **SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound**, and it serves as a structured approach to setting and pursuing goals effectively. In this workbook, we will take you through a step-by-step process of applying the SMART criteria to your career goals, ensuring that they are not just aspirations but actionable plans.

## Why Use This Workbook?

### Strengths Utilization

- » One key element often overlooked in goal setting is the utilization of your strengths. Understanding and leveraging your strengths is crucial to achieving your goals efficiently and effectively. We'll guide you in identifying and incorporating your strengths into your SMART framework.

### Clarity

- » The first step in achieving any career goal is to clarify what you want to achieve. The workbook will help you articulate your goals in a way that leaves no room for ambiguity. This is Being **Intentional**.

### Measurability

- » Without measurable goals, it's challenging to track your progress. This workbook will teach you how to define key performance indicators (KPIs) that will enable you to gauge your success.

### Achievability

- » Setting realistic goals is essential to maintain motivation and prevent burnout. We'll guide you in assessing the feasibility of your goals and making necessary adjustments. This is being **Courageous** in making the right choices to be successful.

## Relevance

- » Not all goals are equal, and not all of them will lead to personal or professional satisfaction. We'll help you ensure that your goals align with your values, passions, and long-term vision.

## Time Management

- » Time-bound goals provide a sense of urgency and help you manage your time efficiently. You'll learn how to set deadlines that keep you on track.

## Accountability

- » Throughout this workbook, it should be clear to set the goals and hold yourself accountable and take the Effort to stay committed to your goals.

Whether you're an experienced professional or just starting your career journey, this workbook is a valuable resource for anyone committed to achieving their career aspirations. The process of setting and pursuing SMART career goals will empower you to take control of your future, overcome obstacles, and reach new heights of success. The framework of I.C.E - Be Intentional, Be Courageous and Take the Effort, shines through this framework for you to be successful.

**So, let's get started!** Your journey to SMART career goals begins here, and we're excited to guide you every step of the way.

## I. IDENTIFYING YOUR STRENGTHS

**List your Strengths : What are your core strengths**

**How have they contributed to your career so far?**

**Seek Feedback : Ask colleagues and mentors for their input on your strengths**

**Self Assessment : Reflect on past experiences where you felt most accomplished. What were you doing? Were your strengths at play?**

## II. SPECIFIC - MAKING YOUR GOALS SPECIFIC

### 2.1 Define Specific Goals

Write down your career goals in specific detail.

**What - clearly define what your goal is. What do you want to achieve in your career? This should be a precise description of the outcome you're aiming for.**

Example: What position do you want to attain? What skill or competency do you want to develop? What level of success or achievement are you aiming for?

**Where - Where do you intend to achieve this goal or apply this skill? Is it in your current workplace, a new company, a different city, or a particular industry?**

Example: "I want to become a Senior Project Manager at a reputable tech company in Silicon Valley."

**Why - Why is this goal important to you?**

Example: "I want to become a Senior Project Manager because it will allow me to lead cross-functional teams, contribute to strategic decision-making, and have a more significant impact on project outcomes, which aligns with my passion for efficient project management."

## 2.2 Clarify Your Intentions

### **How do they align with your core values?**

Your career goals should align with your core values. When your goals are in harmony with your values, you experience a sense of fulfillment and purpose in your work.

### **How do they align with your strengths?**

Aligning your career goals with your strengths helps with leveraging your natural abilities, enhancing job satisfaction, continuous growth and competitive advantage

## III. MEASUREABLE - ESTABLISH METRICS & TRACKING

### 3.1 Identify metrics or indicators and track your progress

#### How will you measure success?

Examples : Increasing job responsibilities, improving skill set, building a professional network, enhancing leadership capabilities, Increased pay etc...

#### List tools or methods you'll use to measure your progress - When it comes to tracking your progress toward career growth goals, having the right tools and methods in place is crucial.

These tools help you stay organized, monitor your advancements, and make data-driven decisions.

## IV. ACHIEVABLE - ACHIEVING REALISTIC GOALS

### 4.1 Assess Achievability

**Review your goals to ensure they are realistically attainable. Are there any adjustments needed?**

Ensuring they are realistically attainable is a proactive and adaptive approach to goal-setting. Regular assessments help you stay motivated, make necessary adjustments, and ensure that your goals remain relevant and achievable as you progress in your career.

**By breaking down a career goal into smaller, manageable steps and creating a clear roadmap, you can approach your objectives with confidence, maintain focus, and measure your progress effectively.**

This structured approach increases your chances of success and reduces the sense of overwhelm that can accompany ambitious career goals.

## V. RELEVANT - ALIGNING GOALS WITH YOUR CAREER PATH

### 5.1 Career Path Alignment

**Consider how each goal aligns with your long-term career path. Are they building blocks for your ultimate objectives?**

Assessing how each of your career goals aligns with your long-term career path and serves as building blocks for your ultimate objectives is essential for achieving meaningful and sustainable success.

### 5.2 Professional Development

**Identifying areas where additional skills or knowledge are needed to support your career goals is a proactive approach to personal and professional development.**

Outlining strategies for skill enhancement, embracing continuous learning, seeking feedback, and aligning your growth with your goals, you can ensure that you are well-prepared to succeed in your chosen career path.

## VI. TIMELY GOALS - SETTING TIMELY GOALS

### 6.1 Timeframe definition

**Assign realistic timeframes to your goals. Set deadlines for each one.**

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### 6.2 Prioritization & Tracking

<b>Determine the order in which you'll pursue your goals.</b> Which ones are most urgent or critical?	<b>By When</b>	<b>Status</b>

## VII. REFLECTION AND GOAL-SETTING

### 7.1 Reflect on Strengths

**Review your strengths and how they align with your goals. Are there any adjustments needed?**

### 7.2 Set SMART Goals

**Use the SMART framework to refine your goals.**

Write them down with specificity, measurability, achievability, relevance, and timeliness.