CAREER
*asenso*

# GRAD GUIDE: YOUR SMART GOAL TEMPLATE



POWERED BY 5 ELK

**Take your first step toward career success by setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.**

## STEP 1: REFLECT

Before you write your goals, take a moment to think about:

- What do I want to achieve in my career in the next 1–3 months?
- What areas do I feel confident in? What areas do I want to improve?
- What's one thing I could do this week to move closer to getting hired?

## STEP 2: WRITE 2–3 SMART GOALS

| Goal # | What's your goal? | Why is it important to you? | Deadline |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

## STEP 3: BREAK IT DOWN

Pick **one goal** from above and write the **first 3 small steps** you need to take.

**My Goal:**
(e.g. Update and finalize my resume)

First 3 Steps:

1. _____ Deadline: _____

2. _____ Deadline: _____

3. _____ Deadline: _____

## STEP 4: MAKE A WEEKLY COMMITMENT

What action will you take this week to get started?

This week, I commit to: _____

## SIGN YOUR NAME

This is your personal commitment. Signing your name helps you take ownership.

Signature: _____

Date: _____