SMART Goals	Not HOT!	Pretty Cool!
SPECIFIC goals	I want to work at a good company.	I want to work at a small, entrepreneurial tech company in California.
MEASURABLE goals (i.e. the unit used to indicate when your goal is achieved)	I want to go on some interviews soon.	I want to go on at least 3 interviews in the next month.
ATTAINABLE goals (i.e. goals you know you'll reach)	I would like to search, apply, and land a job by the end of the week.	I want to land a job 2-3 months from now.
RELEVANT goals (i.e. Do your goals matter? Are your goals aligned with the rest of your life, personal, and financial goals?)	I want to read all of the articles and blogs on the subject of IT and how it's changed over the past 8 years.	Within one year I want to have attended a major IT conference, learned about innovation in the tech field, and helped to invigorate the tech field.
TIME BOUND goals (place a timeline on reaching your goals)	I will get hired.	I will be hired within 2-3 months by attending at least 2 major networking events, applying for 5+ jobs, and setting up 2 introduction calls a week.

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SMART Goal-Setting Worksheet

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

My goal is to: _____

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.

_____

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1. _____

2. _____

3. _____

Step 3: Make your goal is MEASUREABLE. Add details, measurements and tracking details.

I will measure/track my goal by using the following numbers or methods:

_____

I will know I've reached my goal when

_____

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?
Items I need to achieve this goal: _____

How I'll find the time: _____

Things I need to learn more about: _____

People I can talk to for support: _____

Step 5: Make your goal RELEVANT. List *why* you want to reach this goal:

Step 6: Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): __/__/__.

My halfway measurement will be _____ on (date) __/__/__.

Additional dates and milestones I'll aim for: