

# 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

- o S specific and significant
- o M measurable and meaningful
- o A attainable and action-oriented
- o R realistic and rewarding
- o T time sensitive and track-able

It is best to set both short-term and long-term goals

- o Long-term goals are typically yearly or longer. They are broad and conceptual in scale.
- o 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