**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**
  - S – specific and significant
  - M – measurable and meaningful
  - A – attainable and action-oriented
  - R – realistic and rewarding
  - T – time sensitive and track-able
- It is best to set both short-term and long-term goals
  - Long-term goals are typically yearly or longer. They are broad and conceptual in scale.
  - 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 Identify Career Goals](#)
- [How to Set Career Goals](#)