Career and Employability Essentials
Goal Setting

Unitec
Te Whare Wānanga o Wairaka

Use this framework to create the SMART Goals. Remember SMART Goals should be Specific (well defined and clear), Measurable (with criteria to measure your progress), Achievable (attainable), Relevant (to your values, talents, end goal) and Timely (with a clear completion date, this helps create urgency).

THE GOAL	
What am I hoping to achieve from my course? This doesn't need to be detailed but should be a statement that helps you keep your "eye on the prize". It will provide the framework for your more detailed goals.	_____ _____ _____ _____ _____

SMART GOALS	
My SMART Goals for my course. What are the individual steps I need to take to achieve my course goal?	Questions to ask yourself to help create your goals: 1. Why do I want to achieve this goal? 2. What do I want to accomplish? 3. Who do I need to help me? 4. Where is this goal to be carried out? 5. When do I want to achieve this goal?
1.	2.
3.	4.
5.	6.