

Preparing a Career Plan Based on Personal Goals and External Factors Influencing Career Choices

Activity 1: Identifying My Own Personal Goals**Topic: SMART Goal Setting**

Instructions: Set your personal goals using this sheet. It is important to enumerate each action step into tasks that will be stepping stones for you to reach your goals. You may reprint as needed.

Legend:

Time Needed: Estimated amount of time needed to accomplish the task

Completion Date: Date task is set to be completed

Resources: Time and resources needed in order to accomplish task

Status: (✓) for complete, (X) for cancelled, or insert notes as needed

Goal					
Is it SMART?	S []	M []	A []	R []	T []

Task needed to reach Goal					
Steps	Description	Time Needed	Completion Date	Resources	Status

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Reference

Career Development Manitoba. (n.d.). A guide to planning your career [PDF]. Retrieved from http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf