

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

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

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

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

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

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

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