| Write one goal you have for your professional future: |
| --- |

**Setting SMART Goals:**

Now that you have a clearer picture of where you are now and where you want to go, it is now time to set some goals for yourself and create your goal summary.

When deciding on your career development goals it is imperative that you set yourself up for success. Using the SMART goal setting process is a good way to achieve this.

| **SMART Goals** |
| --- |
| **S - Specific** | So you know exactly what you are trying to achieve |
| **M - Measurable** | So you know when you have achieved it |
| **A - Action-Oriented** | So you can DO something about it |
| **R - Realistic** | So it is achievable |
| **T - Time-Bound** | So it has a deadline |

**When setting your SMART goals, focus on the outcome:**

1. What is it that you REALLY want to achieve?
2. What is the SPECIFIC OUTCOME that you are looking for?
3. How will you know you have achieved it?

#

| **Example SMART Goal:**I will research five different types of design jobs to learn about the average salary, daily tasks and career opportunities by February 5, 2024. |
| --- |
| **S - Specific** | Labor market information for design jobs |
| **M - Measurable** | Five different types of design jobs  |
| **A - Action-Oriented** | Research the salaries, daily tasks and career opportunities  |
| **R - Realistic** | Yes, it is achievable |
| **T - Time-Bound** | February 5, 2024 |

Let’s practice! Use the following table to identify each part of your SMART goal:

| **My SMART Goal:** |
| --- |
| **S - Specific** |  |
| **M - Measurable** |  |
| **A - Action-Oriented** |  |
| **R - Realistic** |  |
| **T - Time-Bound** |  |

**Career Planning**

This guide helps you discover your pathway in the world of work by exploring four career-related questions:

| Who are you? | Begin with exploring your interests (RIASEC). Knowing your RIASEC themes can help you identify occupations that align with your interests.  |
| --- | --- |
| Where are you going? | Use your RIASEC interests and match them to occupations you might like or any development and training you might need. |
| How do you get there? | Set SMART goals related to the requirements you need to enter a career path. |
| What resources can help me succeed? | Look at the people and networks in your life. Identify what skills you already possess or need to develop. Make a list of the resources you need to be successful navigating your career path.  |

Discovering initial answers to these questions is the beginning of your journey toward an occupation or career direction that is a good match for your interests, skills, and lifestyle goals.

This guide will help you answer four key questions and begin developing a career action plan.

Answering the questions below will assist you in determining your starting point. There are several tools & resources that can assist you with this. Please refer to the [San Diego Workforce Partnership’s Career Coach website](https://workforce.emsicc.com/?region=Southern%20Border%20Region&radius=) and the [Workforce.org/MyNextMove](https://workforce.org/my-next-move/)

| **Who are you?** |
| --- |
| Question | Notes |
| What 2-3 RIASEC themes do I identify with? |  |
| What are 2-3 careers that match my RIASEC themes and excite me? |  |
| What jobs might I consider as a parallel plan? (Plan B, Plan C, etc.) |  |
| What kind of work environment suits me best? Do I like to lead, work with people as a team or work alone? |  |
| Where am I now in relation to the careers that match my RIASEC themes? (need to keep exploring, need training, need to begin applying, etc…) |  |
| How do I feel when I think about my future career (excited, motivated, fearful)? |  |

Knowing where you want to go makes the next steps in determining your future career move much easier. There are several tools & resources that can assist you with this. Please refer to the [San Diego Workforce Partnership’s Career Coach website](https://workforce.emsicc.com/?region=Southern%20Border%20Region&radius=) and the [Workforce.org/MyNextMove](https://workforce.org/my-next-move/)

| **Where are you going?** |
| --- |
| Question | Notes |
| Looking back at the second question from the “Who are you,” section: What education level do I have or do I need to have for those careers?  |  |
| What existing skills, knowledge, and experience do I have? |  |
| What skills do I need to develop? (do I need any education or training?) |  |
| What knowledge or experience do I need to develop? |  |
| What is my preferred balance between work and my personal life? |  |
| What does job quality (necessities, opportunities, and features) look like for me? |  |

#

By answering questions 1 & 2, you should now have a clearer idea of what you want & where you want to go. The next step is figuring out how you might get there. What do you need to do? Below are some questions you may consider in deciding what resources may be useful.

There are several tools & resources that can assist you with this. Please refer to the [San Diego Workforce Partnership’s Career Coach website](https://workforce.emsicc.com/?region=Southern%20Border%20Region&radius=) and the [Workforce.org/MyNextMove](https://workforce.org/my-next-move/)

| **How do you get there?** |
| --- |
| Question | Notes |
| Looking back at questions three and four from the section “*where are you going*”, how will you develop the skills, knowledge, and/or experience you need?  |  |
| How do I define success and how will I know I have been successful? |  |
| What usually gets in the way of achieving my goals? What strategies can I use to prevent obstacles? |  |
| What is the first step I need to take to get from where I am now to where I want to be? |  |
| What is a SMART goal I can set for the next 3-6 months? |  |
| What is a SMART goal I can set for the next year? |  |

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Knowing who can assist you and what resources you need to achieve your career goals can greatly assist you in staying focused on your goals.

There are several tools & resources that can assist you with this. Please refer to the [San Diego Workforce Partnership’s Career Coach website](https://workforce.emsicc.com/?region=Southern%20Border%20Region&radius=) and the [Workforce.org/MyNextMove](https://workforce.org/my-next-move/)

| **What support and resources can help me succeed?** |
| --- |
| Question | Notes |
| What does support look like for me? |  |
| Who do I know that can support me in attaining my career goals? |  |
| What new relationships might I build to help me attain my career goals? |  |
| What resources do I already have to help me succeed? (interview prep, resume, labor market information, essential skills rubrics, etc…) |  |
| What resources do I need to help me succeed? (interview prep, resume, labor market information, essential skills rubrics, etc…) |  |
| Write 1-3 SMART goals that will help you attain the resources you need to be successful. |  |