

**MY SMART CAREER PLAN TO KICK ASS AND TAKE NAMES IN 2016**  
GOAL SETTING WORKSHEET

**1. GET SPECIFIC**

Tell us what you want, what you really, really want...to accomplish...and be as specific as possible

**2. 'CAUSE IF YOU WANT IT YOU BETTER PUT A DATE ON IT**

We're not about making goals without putting a deadline on it. Nuh uh oh uh uh oh oh uh oh uh uh oh. How long is this goal going to take you to accomplish? When will you pop a bottle to celebrate? Set that date.

**3. HOW WILL YOU KNOW WHEN YOU'RE HALF WAY THERE?**

How will you know when you've accomplished your goal (i.e. a certificate, completed resume, or a pay raise)? Is there something you can use to measure progress (credit hours, a first draft, a scheduled meeting with the boss)?

