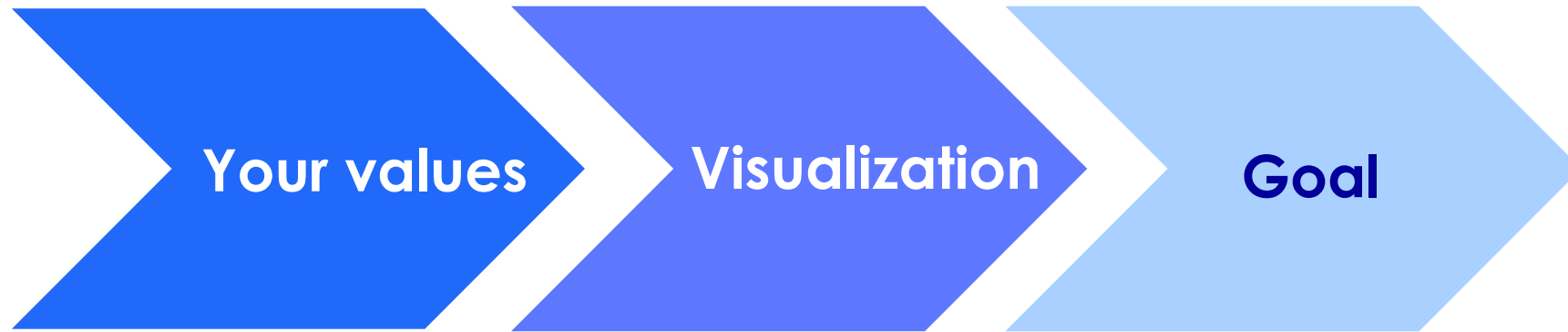


Navigating Your Career

Part 3 – Goal Setting



Defining your goal



What do you
value the
most?

How do you
see yourself
in the
future?

What do you
want from
your career?



Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

Tips for writing your goals



Specific

Measurable

Achievable

Realistic

Timely

Express goals
positively

Set
priorities

Write them
down

Break them
down in tasks

1

2

3

4

Now – think of a 6-month goal and re-formulate it with these guidelines

	Helpful	Harmful
Internal	S Strengths	W Weaknesses
External	O Opportunities	T Threats

SWOT

A strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning.

SWOT – Write down your thoughts



	Positive	Negative
Internal	<p>STRENGTHS</p> <ol style="list-style-type: none">1. What do you do well?2. What do others see as your skills and abilities?3. What areas or tools do you know about?	<p>WEAKNESSES</p> <ol style="list-style-type: none">1. What gaps do you find in your skills?2. What work habits could you improve?3. Is any of your interpersonal skills holding you back?
External	<p>OPPORTUNITIES</p> <ol style="list-style-type: none">1. Where can you find support?2. What trends could you take advantage of?3. What offerings or resources can you find around you?	<p>THREATS</p> <ol style="list-style-type: none">1. What obstacles are you currently facing?2. What is your competition doing?3. What in the industry or market is not helping your goal?