

## TIP SHEET: Goal Setting

### Goal Setting

Setting measurable goals helps improve your career by keeping you focused on your future. You can use goal setting to focus your job search on a career that allows you to develop a path that takes your interest into account.

#### Why is goal setting important to a successful job search?

One reason why goal setting is important to a successful job search is because goals give you a framework for your milestones. An effective job search includes setting goals because knowing exactly what you need from your job helps you limit all the distinct possibilities. By setting goals, you guide your job search in a particular direction. Goal setting allows you to analyse what you want to achieve and process it into actionable steps to reach your goals.

#### What are SMART goals?

SMART goals is a highly effective goal setting method. This acronym defines achievable goals as having five important qualities, each corresponding to one of the five letters. The five qualities of an achievable goal are:

- Specific:** Goals are specific and narrow to allow for more effective planning.
- Measurable:** Each goal is definable with evidence. This helps you prove you are making progress and allows you to reevaluate your goals quantitatively when necessary.
- Attainable:** Create goals you can reasonably accomplish with your desired timeframe.
- Relevant:** Make sure your goals align with your values and our long-term objectives and needs.
- Time-Based:** Set a realistic but ambitious end-date for your tasks to help you prioritize and motivate.

#### Tips for setting goals

Setting goals for your job search, even with a plan, can be intimidating. Here are a few tips to help you settle on a plan-of-action for your job search:

- Eliminate distractions:** It's important to give your time and attention to actions that support your goals. This can be simple, like spending less time on social media, or more involved, like dedicating more of your home time to online classes.
- Take your time:** Meeting deadlines is important but give your self time to challenge yourself effectively. To produce long-term results, put time and dedication toward your goals without rushing or cramming for results.

- Evaluate your values:** These are the details that are important to you in your work and in your life. These values guide your priorities, so listing your top goals can help you determine which goals to pursue first and which ones feel most pressing to you.
- Aim high:** It is okay to set goals that challenge you to learn and grow. Think of your accomplishments, big or small, and consider how you can accomplish even more that you did previously.
- Keep it positive:** How you define your goals affects your mindset. Plan your goals with positive language like “Strive to meet a higher quota,” instead of, “You need to do better.”