

**TO COMPLETE:**

**SMART Goal Setting**

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| **STEP 1: Note down some of your career or skills development aims here**: if you are not sure, you can refer to our [SWOT Analysis tool](https://www.abdn.ac.uk/careers/resources/tags/202/5840/?action=generic&type=tags&id=202&all=5840#-swot-analysis-grid-) to generate some ideas for this: |
| Click or tap here to enter text. |
| **STEP 2: Set a SMART goal which will help towards your aims**:  |
| Click or tap here to enter text. |
| Check off that your goal is Specific [ ]  Measurable [ ]  Achievable [ ]  Relevant [ ]  Time Bound [ ]   |
| **STEP 3: Set a second SMART goal which will help towards your aims**:  |
| Click or tap here to enter text. |
| Check off that your goal is Specific [ ]  Measurable [ ]  Achievable [ ]  Relevant [ ]  Time Bound [ ]   |
| **STEP 4: Set a third SMART goal which will help towards your aims**:  |
| Click or tap here to enter text. |
| Check off that your goal is Specific [ ]  Measurable [ ]  Achievable [ ]  Relevant [ ]  Time Bound [ ]   |

**What do I do once I’ve set my goals?**

Use a diary system to note down the actions you need to take, and when you will do this. Put the deadline for each goal into your diary as a reminder and to tick off once complete as a motivating boost.

**Other guides in this series: **[**Completing a Skills Audit**](https://www.abdn.ac.uk/careers/resources/tags/202/5841/) ****[**SWOT Analysis**](https://www.abdn.ac.uk/careers/resources/tags/202/5840/?action=generic&type=tags&id=202&all=5840)