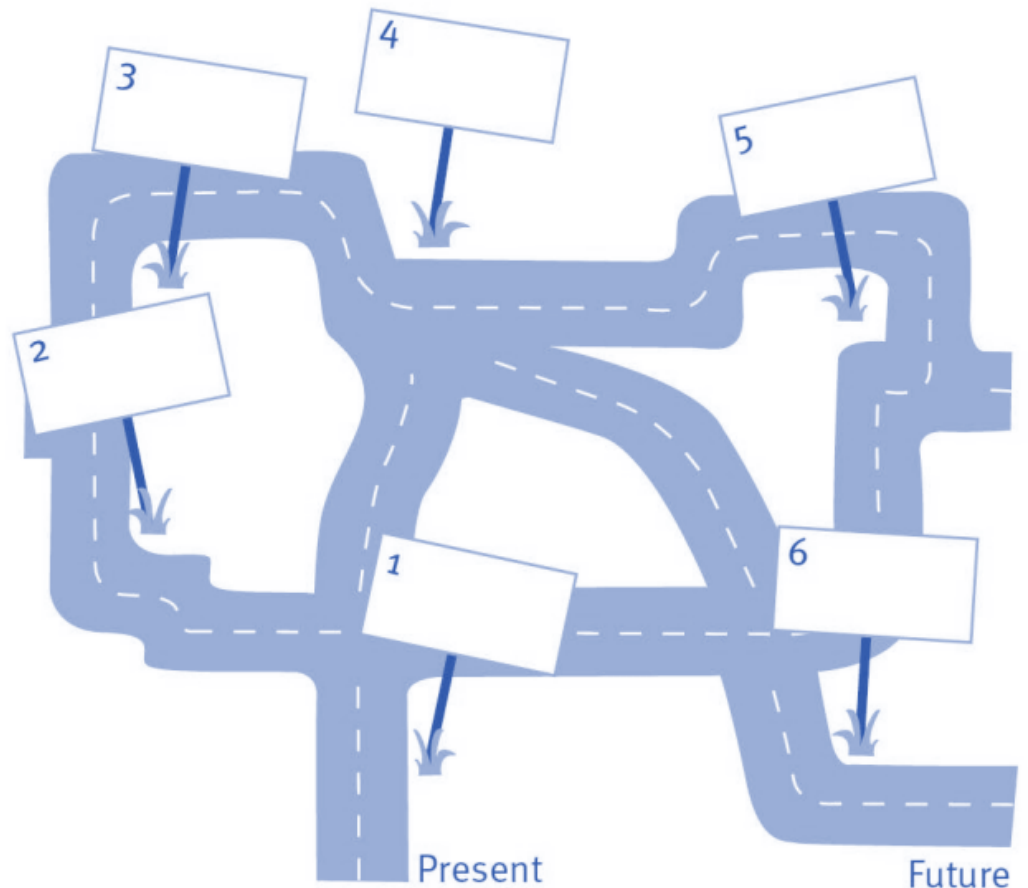# *Begin with the End in Mind*
WORKSHEET

The road to your future will likely be filled with twists, turns, and detours. To persevere through these obstacles, you need to have a clear picture of your goals and the key markers that will help you achieve these goals. To better assist you through this process complete the below activity and discussion.

Use the road signs to identify milestones needed to move toward the final goal, such as finishing school, completing a work-based learning program or getting a job or promotion.

1. Start by visualizing and deciding on your future or final goal.

2. Then work backwards to determine each key marker that would need to be achieved in order to reach the end goal.

3. Once all markers have been identified review to ensure that the milestones are achievable and realistic.

4. Finally, add time-lines that need to be reached in order to achieve each milestone and overall goal.

Present   Future

DISCUSSION

Plan for Reaching this Goal: With your customer, discuss each of the career-related goals and what milestones and resources would be necessary to achieve the overall goal.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

SMART GOAL WORKSHEET:

To help determine what goals you'll focus on, consider your career aspirations and areas in which you'd like to grow. Be open to moving out of your comfort zone in order to grow professionally. Get feedback and input from your mentors, peers, and boss for goals you may want to set. This method can be repeated for several focus areas i.e. career, financial, family/ relationships, education, physical/ mental health, public service and more!

S Specific   **M** Measurable   **A** Achievable   **R** Realistic   **T** Timely

Focus Area: (Example: *Career*)_____

Goal: (Example: *To be manager of the organization I currently work for*)_____

SPECIFIC: *What exactly will you accomplish?* _____
_____

MEASURABLE: *How will you know when you have reached this goal*? _____
_____

ACHIEVABLE: *What knowledge, skills, and abilities are needed to reach the goal, do you possess them? If not, how will you attain them?* _____
_____

REALISTIC: *Is this goal both challenging and realistic? Do you have the resources to achieve this goal and if not, what are they and how will you get them?* _____
_____

TIMELY: *When will you achieve this goal?* _____
_____

Rewritten as SMART Goal: _____
_____