

Classroom to Career Hub Goal Setting Workbook



MSUSM
DENVER

**Classroom to
Career Hub**

Student Affairs

HOW TO SET & ACCOMPLISH GOALS



01. MAKE IT SMART[ER]

Your goals need to be:

S - specific

M - measurable

A - attainable

R - Realistic/Relevant

T - Timely

E - evaluative

R - revisable



02. WRITE IT DOWN

Write down your goals to clarify and strengthen your intentions.



03. BREAK IT DOWN

Break down your goals into small and manageable steps to overcome overwhelm.



04. HOLD YOURSELF ACCOUNTABLE

Hold yourself accountable by maintaining focus and discipline throughout your process.



05. REWARD YOURSELF

Rewarding yourself will help reinforce the positive actions you've taken so you can continue doing it.

SMART Goals Worksheet

Use the SMART Goals Worksheet to define short-term and long-term goals that meet your personal, professional and academic needs. In the space provided, write down notes that will help you in mapping your goals.

S	Specific	Make sure your goal is specific. Identify what needs to be done and how	
M	Measurable	What evidence will you need to know that you have reached your goal?	
A	Attainable	What skills or information do you need to achieve your goal? How will you acquire these skills or information?	
R	Realistic	How does this goal align with your larger vision?	
T	Timely	Set a time limit. What is the deadline for achieving this goal? How frequently will you check your progress?	

Goal Setting Strategic Worksheet

As you begin your goal mapping process, it is easier to start with a 'priority long term goal' and work your way backwards. This goal can answer the question: **Where do you hope to see yourself in 5 years?**



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01

Set the bar as high as it needs to be, acknowledging the process and journey needed to achieve it.

What is your priority long term goal?
(Ex. To become an Environmental Engineer serving the Denver area)

List three reasons why this is important to you:

- 1.
- 2.
- 3.



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Goal Setting Strategic Worksheet

02

Then, begin splitting that priority long-term goal into sections. Each section, taking a step toward the long-term goal at a high level. Explain why it is important to take this step and/or what is the purpose. **The First one is done as an example.**



Example:

Goal: *Graduate with my degree in civil engineering from MSU Denver.*

Timeline: *4 years minimum*

Purpose:

I have a passion to improve the recycling and waste disposal of Colorado and the greater area to minimize our ecological footprint.

Goal:

Timeline:

Purpose:

Goal:

Timeline:

Why is this important to me?

Goal:

Timeline:

Why is this important to me?



Goal Setting Strategic Worksheet

Goal:

Purpose:

Timeline:



Goal Setting Strategic Worksheet

03

1. What are the primary short-term goals you want to achieve in the next 90 days? (*Rank in order of importance; you don't have to use every line.*)

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

2. What do you want to achieve in the next year? (*Rank in order of importance; you don't have to use every line.*)

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:



Goal Setting Strategic Worksheet

04

Time To visualize them all together

3. What are the three biggest changes you want to make in your life over the next three years?

Goal 1:

Goal 2:

Goal 3:

4. What would you say have been the three greatest accomplishments of your life to date?

Goal 1:

Goal 2:

Goal 3:

Goal Setting Strategic Worksheet



05

Gather your support! When goal setting, it is helpful to identify 3 or more individuals that you can call on for support, thought partnership, or accountability. These individuals can be peers, mentors, or even academic advisors/connections.

Name:

Contact Information:

How Can They Support?

Name:

Contact Information:

How Can They Support?

Name:

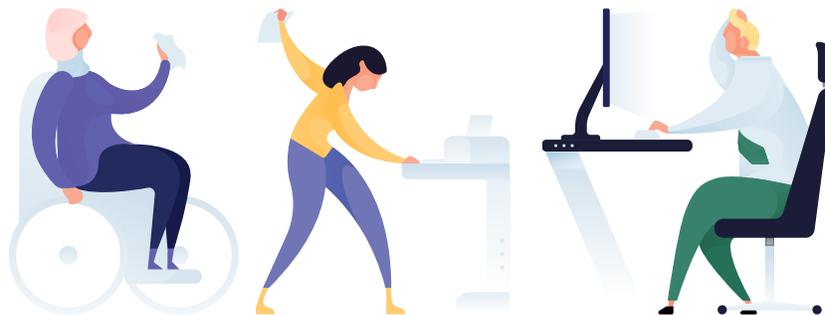
Contact Information:

How Can They Support?

Goal Setting Strategic Worksheet

Notes for next time:

Additional resources to help me:





Setting up clear and concise goals is crucial for the success of the individual and collective. With this brainstorming process, you can also set clear and actionable goals. Using this mind map to define your short term and long term goals, set SMART goals, and identify your capacity toward success!



Framework	Notes:
Plan To Make Your Goals SMART	
Communicate Goals With Others	
Set Goals That Can Be Improved	
Build Good Habits	