

ESTABLISH GOALS

It's a good idea to set short- and long-term goals for yourself to measure your progress. Be SMART about setting your goals (specific, measurable, achievable, realistic, and time-based).

My Short-Term Goals

Be realistic with what you can accomplish in the next year.

I will do this action:	By this date:	I will use these resources to help me:	I will reward myself for accomplishing my goal by:
Example: Create a resume	11/1/2021	Computer at a library	Acknowledge my success
1.			
2.			
3.			

My Long-Term Goals

These may take several years to accomplish.

I will do this action:	By this date:	I will use these resources to help me:	I will reward myself for accomplishing my goal by:
Example: Get a promotion	1-2 years	Ask for feedback from my employer	Celebrate with a loved one
1.			
2.			
3.			

How do you think you will feel once you've accomplished your goals?