**Setting SMART goals template**

Support a youth to use this template to set their own employment goals.

SMART stands for:

* Specific
* Measurable
* Achievable
* Relevant
* Time-bound

What is my goal?

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How does it align with the company goals?

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How does it align with my personal goals?

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Make it specific. What exactly do I want to accomplish? What skills or tasks will I focus on?

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Make it measurable. How will I know I’ve made progress? What steps will I take to track my growth?

Make it achievable. Is this goal possible and realistic? What resources will I need?

Make it relevant. How does this goal fit with my overall career plan? How does this goal align with the company’s objectives?

Make it time-bound. When do I want to achieve this goal? What is a realistic timeframe?

Set a date to check back in: