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Pick a goal that is **measurable** so you can continually monitor your progress.

Set yourself up for success by choosing something that is **achievable**.

Be **realistic** when choosing your goal. Think about how it will affect your day-to-day life.

Be aggressive and realistic when setting your end **time** or date. Knowing there's an end in sight will help you focus and push yourself.



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QUESTIONS FOR REFLECTION

Once you have delineated a vision of where do you want to be in one year from now, one of the best ways to achieve your vision is to first identify and create **S.M.A.R.T. goals** and then create an action plan or steps to achieve them.

S.M.A.R.T. GOALS:

- **Specific:** What will I accomplish? Does it target a specific area for improvement?
- **Measurable:** How will I know when it is done? How am I measuring my success for this goal?
- **Achievable:** Is the goal reasonable enough to be accomplished? Do I have control/influence over it?
- **Relevant and Realistic:** Is this goal relevant to my life or career right now? Can I do this? What would I need to accomplish this? Do I need more resources, identifying a mosaic of mentors?
- **Time-bound:** What is a realistic deadline to accomplish this goal? **“I will complete this goal by month/date/year.”** Knowing there’s an end in sight will help you focus and push yourself.



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Your Goals

Make your own goals. Your S.M.A.R.T. goals could be of professional or personal nature.



Read Through

Read through the S.M.A.R.T. goal descriptions on slide 1 and the questions for reflection on slide 2. Then take some time to create your own goals on slide 4.



Fill In

Fill in the blanks to create your personal or professional goals on slide 4 and the steps to achieve it on slide 5, print them, and post them somewhere away from clutter. Choose an inspiring place in your home or office that you see every day.

You can use the provided examples on slide 6 and 7 as guidelines to create your SMART goals and steps to achieve it.



Accountability

If you need accountability to accomplish your goals, use your mosaic of mentors' map to identify a colleague, friend, or family member who can hold you accountable. We recommend to track your goals progress every three months, or more frequently if necessary.

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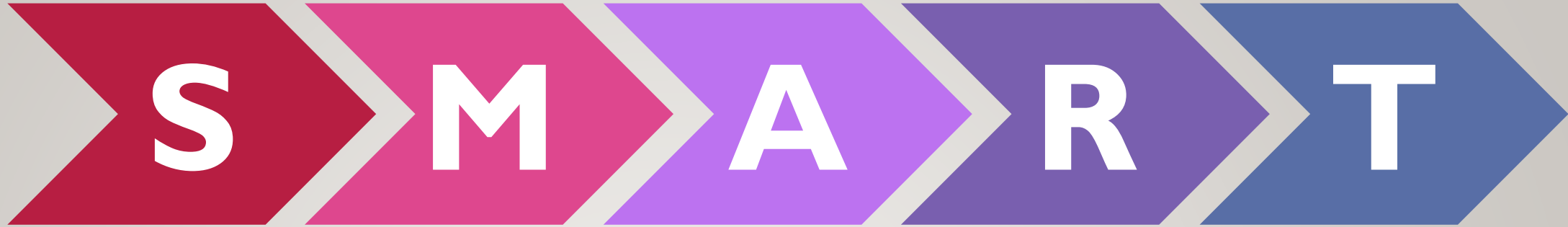
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- What do you want to achieve one year from now?
- Explain exactly what you want to accomplish.
- How will you be able to measure progress during and/or after?
- Is this attainable this in a year?
- Is it realistic and relevant?
- When do you want to accomplish this?

• Goal 1

• Goal 2

• Goal 3





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Your 3 Specific, Measurable, Achievable, Realistic, and Time Bound (S.M.A.R.T) Goals

S.M.A.R.T. Goal	Achieve Goal By (Date):	Steps to Achieve this Goal:	Deadline to Achieve this step:
1)		1.	
		2.	
		3.	
		4.	
		5.	
2)		1.	
		2.	
		3.	
		4.	
		5.	
3)		1.	
		2.	
		3.	
		4.	
		5.	



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- Is this attainable this in a year?
- Is it realistic and relevant?
- When do you want to accomplish this?

- Obtain a faculty job within the last 6 months of my postdoctoral training
- Become a Biology Assistant Professor at an R1 institution
- The number of applications, interviews, and job offer will be a measurement of progress and success.
- Yes, I will have completed all research projects, I have my publications ready and my grant proposal awarded.
- Yes, I have worked on building up my CV and network of colleagues and collaborators.
- Within the last 6 months of my postdoctoral training

• Goal 2

• Goal 3

This is a Sample



Your 3 Specific, Measurable, Achievable, Realistic, and Time Bound (S.M.A.R.T) Goals

S.M.A.R.T. Goal	Achieve Goal By (Date):	Steps to Achieve this Goal:	Deadline to Achieve this step:
1) Become a Biology Assistant Professor at an R1 institution	August 30 th , 2020	1. Have a short list of R1 institutions I am interested in applying for a faculty job with job postings.	September 30, 2019
		2. Put together job application package. Make sure is costumed to each institution job posting.	October 30, 2019
		3. Reach out to all my references and use my mosaic of mentors' map to identify people that could revise my application package once is completed.	October 1 st , 2019
		4. Work on putting together my job talk and practice with my peers and colleagues for feedback. Use my mosaic of mentors' map to identify people in my field who could provide feedback.	November 30, 2019
		5. Practice my interview skills with my peers and advisors. Do a mock interview with the staff of the Office of Postdoctoral Affairs.	December 15, 2019
2)		1.	
		2.	
		3.	
		4.	
		5.	
3)		1.	
		2.	
		3.	
		4.	
		5.	

This is a Sample