

Career Goal-Setting Workbook

Learning Objectives:

- Identify skills needed to develop based on the IDP results
- Identify skills needed to develop based on the job posting
- Develop strategies for skill gaps
- Use SMART goals to develop specific goals

IDP: Skill Gaps vs Skill Development Strategies

Career Fit	5 Skill Gaps	Skill Development Strategies

Job Posting: Skill Gaps vs Skill Development Strategies

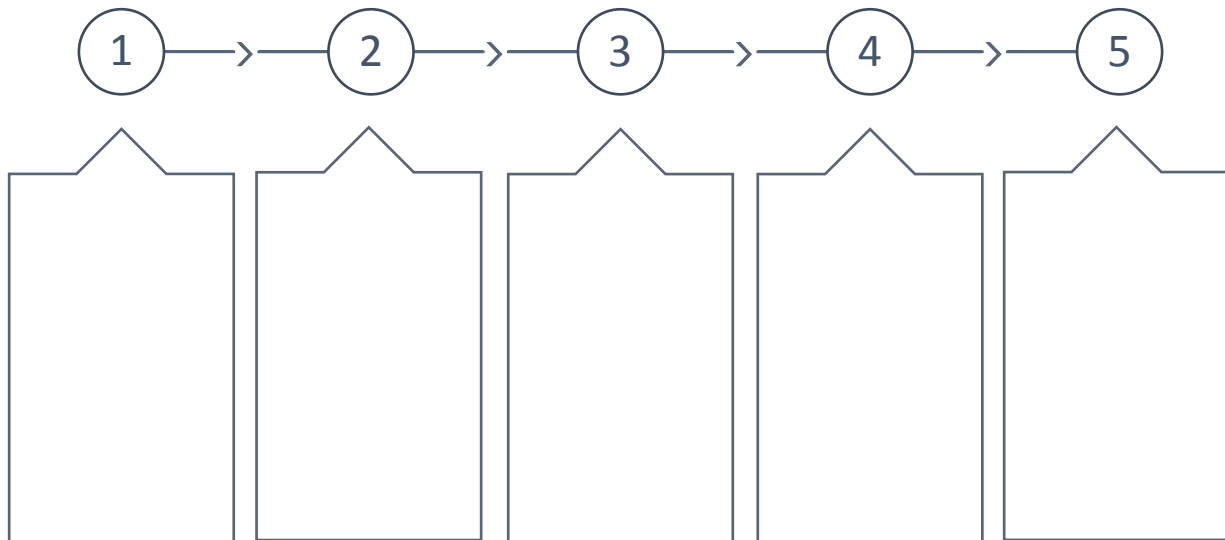
Job Posting	5 Skill Gaps	Skill Development Strategies
Job title:		
Company:		
Links:		

Career Goal-Setting Workbook

Career Goal Setting

Short-term career goals	Long-term career goals

PhD/Postdocs Goal Setting Plan



SMART Goals

- **Specific:** Goals should be simplistically written and clearly define what you are going to do.
- **Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
- **Achievable:** Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them.
- **Results-focused:** Goals should measure outcomes, not activities.

Example:

Research

By December 22, 2017, spend 20 hours a week to conduct research, 5 hours a week to develop literature database by Zotero, 5 hours a week to explore innovation in science field.