

<p>Goal statement: This is the overall outcome you want to achieve. Example: <i>I want to be promoted to Senior Project Officer, under my managed. I want to achieve this goal because I feel my skills, experience and knowledge will greatly benefit the role. I also want to progress my career.</i></p>	
Goal component	Example
<p>Specific: What is your goal objective? Hint, the more specific you can be the clearer your path to accomplishment. Ask yourself, the five ‘W’ questions; Who, What, Where, Why and Which. This can help you achieve specificity.</p>	<p><i>Promoted to Senior Project Officer by the end of the year.</i></p>
<p>Measurable: What do you need to do and how often to achieve your goal? What behaviour do you need to implement? Can your goal be measured by this behaviour? Are you able to track your results? Is your behaviour meaningful to your goal objective?</p>	<p><i>Attend one project management networking meeting a month to help me get to know other contacts in my industry.</i></p>
<p>Achievable: Is your goal attainable and what are the steps you need to take to achieve your goals? Think about setting a goal that is challenging but also reasonable to achieve.</p>	<p><i>Complete my nationally recognised Project Management qualification.</i></p>
<p>Relevant: Is your goal realistic and relevant to your life at this point in time? Do an honest evaluation of your goal and decide whether it’s realistic and relevant to your overall aspirations. Do you have the drive, commitment and willingness to make your goal come true? Is it the right time in your life to be setting this goal?</p>	<p><i>Now that I have strong industry contacts and a nationally recognised qualification I will pursue a promotion.</i></p>
<p>Time-bound: Set a deadline. Make sure your goal includes a specific time frame or deadline that will help keep you accountable and on track.</p>	<p><i>I want to achieve these outcomes by the end of the year.</i></p>