

SMART Goal Action Plan Template

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| Goal Area: | Career: Employment Plan | |
| SMART Goal | Secure/maintain satisfying employment in _____ (career field) by _____ (enter date) | |
| Outcome/Results | My "self-marketing package -- including a resume, cover letter, and portfolio -- will be complete for career advancement/change. | |
| Action and Time Line | Action Steps | Time Line |
| | 1) Complete a career interest, skills, personality and values assessment to confirm my career path and learn more about my strengths and areas for development. Complete the career plan steps on MyMilitary GPS LifePlan>CareerPlan . | Within next 2 weeks, by _____ |
| | 2) Talk with 2 people in this career using the informational interview process at MyMilitary GPS CareerPlan >Exploring Careers>Information Interviewing | Within the next 4-5 weeks, by _____ |
| | 3) Seek opportunities to gain leadership experience. Take on more responsibility in my unit, my community (MyMilitary GPS LeadershipPlan>Leadership in Action>Community Involvement) or my college (MyMilitary GPS LeadershipPlan>Leadership in Action>Campus Involvement | Within next 2-3 weeks, by _____ |
| | 4) Begin communicating with a Veterans Employment Representative at MyMilitary GPS CareerPlan >Link on Online Career Resources . | Within the next 3 weeks, by _____ |
| | 5) Create a resume, cover letter, and eFolio using the resources at MyMilitary GPS CareerPlan >Marketing Yourself and Finding a Job | Within 1-2 months, by _____ |
| | 6) Communicate with people in my career network about my job search. Ideas on networking at MyMilitary GPS CareerPlan> Marketing Yourself and Finding a Job> Career Networking | Within 1-2 months, by _____ |
| | 7) Set up _____ interviews. Prepare for them by using resources at MyMilitary GPS CareerPlan >Marketing Yourself and Finding a Job>Interviewing Essentials . Write responses to at least 5 frequently asked questions. | Within 2-3 months, by _____ |
| Support Network | Veterans Employment Representative: Check online directory for my representative Link Vet (www.minnesotaveteran.org or 1-888-546-5838/+1-651-556-0596) | |
| Obstacles | | |
| Adjustments | | |

Career and Life Planning Workshop - SMART Goal Setting

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