



SMART Goals Worksheet



CCD

Counseling and
Career Development

	Tips	My Goals
Specific	What am I doing? When am I doing it? Why?	
Measurable	How will you track your progress? What will I use to track progress?	
Action Oriented	How will you meet your goal? What steps do I need to take to reach goal?	
Realistic	Are you excited about your goal? Is your goal and steps things you can and want to do?	
Time-Bound	Have a deadline to complete goal. Have several timelines to complete smaller goals.	

Name: _____ Today's Date: _____

Date of Birth: _____ Phone Number: _____

Track your practice tests below. What is your graduation date goal? _____

	Math	Science	Social Studies	Language Arts - Reading	Language Arts - Writing
Practice Test Score					
Practice Test Date					

What path do you think you will pursue? Circle one.

HSE > College > Job/Career HSE > Short-Term Training/Certificate Program > Job/Career HSE > Better Job or Promotion

What are some of your goals for the future? Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> I need to get my HSE to keep my current job. | <input type="checkbox"/> I want my HSE to get a pro- motion or better job. | <input type="checkbox"/> I want to get my HSE to go to a two or four year college. |
| <input type="checkbox"/> I want to get my HSE to go to a trade-school or CareerTech. | <input type="checkbox"/> Earning my HSE is just something I want to do. | <input type="checkbox"/> Other: _____ |

Copy down at least one of your SMART Goals:

What obstacles might keep you from reaching your goal? What solutions will help you get through these obstacles?

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

- | | |
|---------------|----------------------|
| Action Steps: | Expected Completion: |
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

Additional Short/Long Term Goals

Short Term Goal (6-12 months): _____

Long Term Goal (2-5 years): _____

OK Career Guide Results

- | | | |
|-------------------------------|-----------------------|----------------------|
| Top Career Interests/Pathways | Top Skills Confidence | Top Occupations/Jobs |
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |

ABE Student Goal Sheet

1st follow-up: _____

Date: _____ Teacher: _____

2nd follow-up: _____

Date: _____ Teacher: _____

3rd follow-up: _____

Date: _____ Teacher: _____

4th follow-up: _____

Date: _____ Teacher: _____

