



## Career Action Plan

Twardowski Career Development Center: 225 Lawrence, 610.436.2501  
Pre-Major Academic Advising Center: 222 Lawrence, 610.436.3505

<b><u>SMART</u> GOAL-SETTING</b>	<b><u>FALL</u> SEMESTER</b>	<b><u>SPRING</u> SEMESTER</b>
<b><u>S</u>pecific</b> Make your goal SPECIFIC. Include details by answering: who? what? where? when? why?		
<b><u>M</u>easureable</b> Make your goal MEASUREABLE. Answer how you will know when the goal is accomplished.		
<b><u>A</u>ttainable</b> Make your goal ATTAINABLE. Is it realistic? Break it down and identify smaller action steps you will take to achieve your goal.		
<b><u>R</u>elevant</b> Make your goal RELEVANT. List why you want to reach this goal.		
<b><u>T</u>imely</b> Make your goal TIMELY. Give yourself a deadline and set some benchmarks for your action steps. I will reach my goal by (date): ____/____/____.		