# Setting SMART Goals

**Jane’s career goal:** Office Manager **My career goal is**:

## Table 2.2 My SMART Goal

|  | **Jane’s Example** | **My Goal** |
| --- | --- | --- |
| **S**pecific | I want to gain more experience in my current role and work up to an Office Manager position. |  |
| **M**easurable | I want an increase in salary between $10,000 - $15,000. |  |
| **A**chievable | I will look for promotions within my current organization to gain initial managerial experience. |  |
| **R**elevant | It will be a natural and timely progression of my career. |  |
| **T**ime-bound | I want to move into managerial position within the next 2-3 years, which gives me time to gain more experience and to look for opportunities. |  |

**Jane’s goal becomes:**

**My goal becomes:**