

Use this template to clarify your goal, set your progress goals, and the three actions & tasks you should focus on.

By the end of this exercise, you'll have:

- A SMART goal (*Specific, Measurable, Attainable, Relevant, Time-Based*)
- The top three milestones to focus on for the next 3 months
- The top three actions and tasks to focus on every week to move you closer towards your goal.

What will you achieve in the next 3 months?

SPECIFIC GOAL:

I will find a job by..... that pays \$.....

and meets the following requirements.....

Finding a job is important to me because.....

PROGRESS GOAL 1:

I will apply to..... high-quality job postings per week.

ACTIONS + TASKS:

What are three actions you need to take to find and apply to high-quality job postings?

1.

2.

3.

2

PROGRESS GOAL 2:

I will improve my job application.

ACTIONS + TASKS:

What are three actions you can take to improve your resume and cover letter?

- 1.
- 2.
- 3.

3

PROGRESS GOAL 3:

I will improve my qualifications to become a better candidate.

ACTIONS + TASKS:

What are three actions you can take to make yourself a better candidate for the job you're seeking?

- 1.
- 2.
- 3.