

**Setting clear goals is essential for steering your career in the right direction and propelling you toward success. Don't lean on luck to get where you want to go. Set goals that are SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.**

### **Step 1: Identify Your Career Interests**

Think about the careers or industries that interest you the most. Consider your passions, skills, and values. Write down your top three career interests in the space below.

#### **CAREER INTEREST # 1**

EXAMPLE: Electrician

#### **CAREER INTEREST # 2**

#### **CAREER INTEREST # 3**

### **Step 2: Set Specific Goals**

Choose one of your career interests from Step 1 and write a specific goal related to it. Make sure your goal is clear and concise.

#### **WHAT SPECIFIC GOAL DO I WANT TO WORK TOWARDS?**

EXAMPLE: Complete a Certificate III in Electrotechnology Electrician apprenticeship within the next four years.



**Step 3: Make Your Goals Measurable**

Determine how you will measure your progress towards achieving your goal. What milestones or achievements will you reach along the way?

**WHAT MILESTONES DO I NEED TO HIT TO MEASURE MY GOAL PROGRESSION?**

## EXAMPLE:

- 1) Obtain a Construction White Card by the end of Year 10.
- 2) Secure an Electrical Pre-Apprenticeship course placement by the end of Year 11.
- 3) Successfully complete on-the-job training modules during the apprenticeship

**Step 4: Ensure Your Goals Are Achievable**

Consider whether your goal is realistic given your current circumstances and resources. Can you realistically achieve this goal with effort and dedication?

**WHAT DO I NEED TO DO TO ENSURE THIS GOAL IS ACHIEVABLE?**

## EXAMPLE:

- 1) Maintain good academic performance in relevant subjects like Maths and Physics.
- 2) Seek out apprenticeship opportunities with reputable electrical companies or trade schools.
- 3) Stay committed to building your practical skills through work experience or part-time jobs.



**Step 5: Keep Your Goals Relevant**

Ensure that your goal aligns with your interests, values, and long-term aspirations. Is this goal meaningful to you, and does it contribute to your overall career vision?

**HOW IS THIS GOAL RELEVANT TO MY INTERESTS?**

## EXAMPLE:

- 1) Electrical work aligns with my interest in technology and problem-solving.
- 2) Becoming a qualified electrician will provide me with valuable skills and opportunities for career advancement in the construction or maintenance industry.

**Step 6: Set a Time Frame for Your Goals**

Establish a deadline for achieving your goal. By when do you aim to accomplish it? Set a realistic timeframe that allows for steady progress.

**WHEN DO YOU AIM TO ACHIEVE YOUR GOAL?**

EXAMPLE: Complete a Certificate III in Electrotechnology Electrician apprenticeship within the next four years, aiming to become a fully qualified electrician by the end of 2028.

