**Effective Goal Setting for QB3-Berkeley PhDs**

Use a “**SMART**” framework such as the one below to define goals, and to lay out the steps towards achieving them. For any skill or competency you wish to develop further, consider how it fits in your IDP, and your goals for the year.

**Specific -** What do you want to accomplish? Is the goal clear to you?

**Measurable -** What does the completed goal look like? What data will measure outcome you are seeking? (e.g. “how much” or “how well”?)

**Attainable -** What will make it possible for you to attain the goal? What knowledge, abilities, and resources (including time!) will you employ to accomplish your aims?

**Relevant -** Does your goal align with the multiple priorities in your life? Why is the result important?

**Time-bound -** Specify a deadline for the goal and timeframe for any intermediary steps. What actions will it take on your part?

**Describe the goal you are setting for yourself – what do you want to accomplish or what skill do you want to develop (be as specific as possible, including why this is important to you at this time):**

**Describe how you will attain the goal – what actions will you take, what resources will you need (including help or actions by others such as your advisors):**

**Describe your timeframe for accomplishing the goal – make sure you include a list of intermediary steps towards its completion. If other’s actions are required, include those in your timeline/schedule:**

Additional SMART goal information, and relevant examples

* + <https://www.sciencemag.org/careers/2013/12/goal-setting-strategies-scientific-and-career-success>
  + <https://irp.nih.gov/blog/post/2016/07/using-smart-goals-to-make-scientific-progress>
  + <https://www.sciencemag.org/careers/2006/12/mastering-your-phd-setting-goals-success>