

## 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 the 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):**

Apply for the NSF GRFP fellowship (<https://www.nsfgrfp.org/>) & learn more about other funding opps

- learn how to write a fellowship proposal
- actually apply for funding
- GET IT! - (or, try other options if I don't)

**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):**

- Talk to my advisor about my options. Also want to find out if any labmates/peers have fellowships and what they did to identify and apply to them.
- Check into NIH F31, AHA predoctoral, Hertz, NDSEG and Ford fellowships – research to see if I would be competitive
- Talk to the grad coord – find out if there is a grant writing workshop from my program. Also - what happens if I get funding? Both in terms of my options and also admin stuff - are my taxes filed differently, etc?
- Attend SACNAS workshop on NSF fellowships
- Find out deadlines/what is the timeline for securing funding and what I need to prepare

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

- Talk to my advisor next time, hopefully after the lab meeting; if not at our 1-1 check in.
- In 2 weeks (before end of Aug), talk to 2-3 labmates = see who has the fellowships about their experience/recommendations.
- Get organized about steps to completing applications and deadlines – start spreadsheet or bcal.
- Figure out refs. – ask for letters in Aug/early Sept. for the NSF GRFP (due in late October)
- Mid- Sept. -Write first drafts: CV and biosketch, start with NSF GRFP proposal (may need to revise this timeframe after finding out deadlines for others)
- Late Sept - get feedback on all app materials; revise.
- Submit: late October for NSF GRFP

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>