# 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):**

> Learn how to be better at networking.  Want to have connections for possible collaborations, professional development, etc.  Seems like everyone says you need to be good at it, not sure how, especially given that everything is online these days. Specifically:
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> - Social media – should I get on twitter (also LinkedIn). Determine how best to use these.
> - Being prepped for conferences/symposia – talking to possible collaborators (or scientists in my field)
> - Connecting w/people who are doing other things besides research careers – science policy, consulting

**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):**

> - Get some overview advice –reading up/attending workshops on networking, social media, etc
> - Look into the benefits of  Twitter and/or LinkedIn accts (maybe other platforms?). Sign up for the ones that align best with my goals.
> - Check out MCB 295 events, also SLAM (events with speakers in different careers)
> - Join Science Policy Group - are members looking into SP careers too?  Look at QB3 list - https://qb3.berkeley.edu/berkeley-initiatives/ - maybe some others to check out.
> - Expand professional networks – to get a chance to talk to people I don't already know (or reach out online) who are doing work that interests me. Find out what it's like to do SP or consulting
> - Make a point of interacting more during virtual confs & symposia - post during Q&A and go to virtual happy hours

**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:**

> I want to make some headway each semester, it seems like something you have to be proactive about.
>
> - Go to a workshop on networking – find out from QB3 or Career Center when they plan one (check in September 2020). Identify pros/cons of different social media - ask if this isn't covered.
> - Post-workshop: set aside a little time daily to be on Twitter or LinkedIn until it's more natural
> - Get on MCB295/SLAM/ SPG mailing lists (this week, Aug. 2020)
> - Make a point of following up with someone I think is interesting from an event/program. Commit to doing this a couple of times this fall. By the end of this semester: do 6-8 informational interviews in both science policy and consulting
> - Discuss this at my IDP meeting at the end of this semester with my advisor – what else should I be doing? (early Dec. 2020)
> - End of semester: get feedback from GradPro or Career Center advisor if I don't actually stick with this

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