

## DEVELOPING SMART GOALS

SMART = Specific, Measureable, Achievable, Results-Focused and Timely

Goal	SMART Goal
1. Create and awesome Resume	<b>What:</b> Update my Resume relevant to the job as a Mechanic
	<b>How:</b> Read info from Teamology, get help if I need it, look at examples
	<b>Why:</b> So I can be seen as a great candidate to a new employer
	<b>When:</b> Within one week from today (before the 6 <sup>th</sup> of October 2015)
	<b>Completed Goal:</b>
2. Update my Referees	<b>What:</b> Ask 3 relevant people to be positive referees for me
	<b>How:</b> Make a list and call them to ask if they will be my referees
	<b>Why:</b> I need people who can back up my skills as a mechanic
	<b>When:</b> Within one week from today (before the 6 <sup>th</sup> of October 2015) so I can add them to my Resume
	<b>Completed Goal:</b>
3. Create a great application letter	<b>What:</b> Write a great letter that goes with my new resume, have a basic letter than I can update easily for each job I apply for
	<b>How:</b> Read info from Teamology, get help if I need it, look at examples
	<b>Why:</b> So I can sell myself to the Employer and make it easy for them to choose me
	<b>When:</b> Within one week from today (before the 6 <sup>th</sup> of October 2015) so I can add them to my Resume
	<b>Completed Goal:</b>



TEAMOLOGY

[www.teamology.com.au](http://www.teamology.com.au)

©2015

<b>4. Follow up well</b>	<b>What:</b> Call each employer to ensure they received my application
	<b>How:</b> Keep track of my job applications and write in the calendar to call (preferably not email) within 3 days
	<b>Why:</b> This will ensure they received the application and will also show my motivation to be interviewed
	<b>When:</b> within 3 days of each application
	<b>Completed Goal:</b>
<b>5. Know my skills and strengths as a Communicator</b>	<b>What:</b> Learn my communication style so I can communicate my strengths and value in writing and in an interview
	<b>How:</b> Complete questionnaire from Teamology and read about my style
	<b>Why:</b> So I can understand my strengths, understand myself and be a better communicator
	<b>When:</b> Within two weeks from today (before the 13 <sup>th</sup> of October 2015)
	<b>Completed Goal:</b>
<b>6. Be interview ready</b>	<b>What:</b> Prepare to perform well at Interview
	<b>How:</b> Read interview questions, prepare my answers, contact my referees, research the employer and prepare my own questions
	<b>Why:</b> So I can perform at my best in the interview
	<b>When:</b> Within two weeks from today (before the 13 <sup>th</sup> of October 2015)
	<b>Completed Goal:</b>



TEAMOLOGY

[www.teamology.com.au](http://www.teamology.com.au)

©2015

7. Be organised for job seeking	<b>What:</b> Write out a plan to job seek each day for a minimum of 5 great jobs per week
	<b>How:</b> Sign up to websites, read the news paper, research local workshops I can contact, I keep accurate records of every job I apply for
	<b>Why:</b> To ensure that I get a job ASAP, I need to be proactive
	<b>When:</b> My plan will be written within 2 days and I will keep records every day from then until I secure my next awesome automotive job.
	<b>Completed Goal:</b>



TEAMOLOGY

[www.teamology.com.au](http://www.teamology.com.au)

©2015