

SMART Goals

Setting SMART Goals is a common project planning technique. SMART stands for Specific, Measurable, Achievable, Relevant and Timebound. Based on everything you heard and discussed at the kickoff, try developing a SMART Goal for your work.

1. Specific

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. In as much detail as you can, write down exactly what you want to achieve during your internship.

2. Measurable

It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines and feel the excitement of getting closer to achieving your goal. How will you know when you are successful?

3. Achievable

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but remain possible. What resources will you need to meet your goal? Don't forget about time and people, as well as money!

4. Relevant

This step is about ensuring that your goal matters to community, and that it aligns with other library goals. What changes are you hoping to realize by reaching your goal ?

5. Timebound

You have the term of your internship to reach your goal. What steps do you need to take? What is the timing for each of these steps?

Outcome Statement

Now, distill all of this information into one powerful outcome statement. Try using this construct:

Verb indicating change + what changes
+ who changes + any specificity

EXAMPLE:

Increased access to healthy pet resources for **the Cat Owners Club** at the **Main Street Branch**.

Your internship project's outcome is: