

New year personal development challenge

Doing something your future self will thank you for

Name _____

Role _____

“Do something your future self will thank you for.”

Even small steps can make a difference, especially if they create momentum for additional positive actions. Below are a few career development activities. Pick two or three that you can accomplish yet are challenging enough to be meaningful. Then, select your top choice and draft a meaningful SMART goal to help you accomplish your goal. A more robust SMART goal writing guide is provided below.

- | | |
|---|--|
| <input type="checkbox"/> Ask for feedback | <input type="checkbox"/> Read a career-relevant book |
| <input type="checkbox"/> Begin pursuit of certification/licensing | <input type="checkbox"/> Say “yes” to a new opportunity |
| <input type="checkbox"/> Develop a portfolio of successes | <input type="checkbox"/> Sharpen resume’ and interviewing skills |
| <input type="checkbox"/> Discontinue practices that hold you back | <input type="checkbox"/> Sign up for an industry specific newsletter |
| <input type="checkbox"/> Go back to school | <input type="checkbox"/> Start a mentoring relationship |
| <input type="checkbox"/> Identify a skill to sharpen | <input type="checkbox"/> Start/restart a positive work habit |
| <input type="checkbox"/> Identify knowledge to gain | <input type="checkbox"/> Talk with a leader about industry trends |
| <input type="checkbox"/> Join a professional association | <input type="checkbox"/> Start a Rogers’ mission supporting project |
| <input type="checkbox"/> Join a professional networking group | <input type="checkbox"/> Write a 1, 3, or 5-year growth plan |
| <input type="checkbox"/> Pursue a stretch goal | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pursue participation in an RIE | <input type="checkbox"/> _____ |

Modified from <https://thehappyarkansan.com/blog/career-development-ideas/>

My SMART Goal

SMART goals (**s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**ime-specific) help to turn ideas, dreams, and wishes into results and accomplishments.



Pssst... Are you going to take the 2023 career development challenge? Send a copy of this completed document with your development SMART goal to career planning at stephen.fletcher@rogersbh.org for inclusion in a future edition of the Career Pathways newsletter.

Employee _____

Date _____

Use SMART goals to identify key elements for success in your Career Development. Goals help to build momentum for future opportunity and they strengthen your current skills and confidence.



Here are some tips in setting SMART goals for Career Development.

- **Specific** Focus on a specific career development activity (job shadowing, RIE participation, skill or ability to develop, etc.).
- **Measurable** What is your measurable “win.” What does success look like? Can you attach a specific value to the goal?
- **Attainable** Develop goal(s) that are within your control or influence. Focus on what you can accomplish.
- **Relevant** Use the goal to bridge gaps between where you are and where you want to be. The most effective goals are those that build on your current role.
- **Time Bound** Keep the time frame short enough to keep you focused and motivated.

SMART Goal _____



TIP: Smaller attainable goals may be a good first step.

Writing Career Development SMART Goals

Some SMART goals may require supportive SMART Objectives to help maintain motivation and ensure progress. A SMART objective is a necessary task that supports the accomplishment of the main SMART Goal. Below is a sample.

SMART Goal	Supportive SMART Objectives (Optional)
<ul style="list-style-type: none"> • Relevant I will build my awareness of Rogers Operating System by • Attainable participating • Specific in the Patient Acuity RIE* • Time Based scheduled for November 2023 • Measurable and will provide a reflection and summary report for my manager within 10 days of completion. <p style="text-align: center;">(* Fictitious RIE)</p>	<ul style="list-style-type: none"> • By October 15, 2023, I will verify with my manager that all of my shifts will be covered during the week of the RIE. • By November 1, 2023, I will talk with at least one past RIE participant from my unit and discuss RIE readiness.

SMART Objective _____

SMART Objective _____



Tip: Talk with your manager about setting SMART goals.

Career Development SMART Goal Worksheet

Name _____ Date _____

Goal Title _____

SMART Goal _____

SMART Objective(s) (if necessary)

- _____

- _____

Resources or Support Needed to Accomplish Goal/Objective

Progress Notes



Tip: Identifying necessary resources and support will minimize roadblocks.