

Messenger Associates, Inc.

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Get **SMART** About Goal Setting

If your New Year's Resolutions included your job search, here's a way to make sure you stay on track and get results by using a SMART Goal:

Specific - "I want a new job" just won't cut it. Write down your goal and be specific. Define what you want - specify an industry, position, geographic location, and salary level.

Measurable - Write your goal in a way that will allow you to objectively measure your success; leaving no doubt whether or not you met that goal.

Accountable - You control your job search efforts. Your consultant can teach and guide you, but you need to put the work in to make it happen. Share your goals with someone and commit to reporting your progress.

Realistic - Make sure your goal is within reason. Goals based on industry research combined with an honest evaluation of your personal financial situation are more likely to be realistic and achievable.

Timely - Setting a specific timeline will motivate and drive your efforts. Break your goal down into small steps that you can take. For example, "Each day I will make 5 networking contacts and reply to 10 position advertisements."

Finally, review your goals periodically to make sure they are still realistic. Career shifters, remember this process can take longer (depending on the extent of the change), so you may need an interim plan to get you there.

Consultant's Choice: Book of the Month

Generations at Work (Zemke, Raines, Filipczak, 2000)

This book helps you as manager or individual contributor understand the gulf that separates the generations. It offers practical guidelines for building a harmonious workforce where people rally together for the organization, not against each other.

Points to Ponder

George Harrison once said, "If you don't know where you're going, any road will take you there." This quote highlights the importance of direction in your life, and in your job search. Working with one of our Consultants can help you define or refine your direction as part of your goal setting this year.