



This worksheet is for the SMART Goals section of your Checklist.

Part 1: Exploration Questions

Answer these for yourself. They won't go into the Checklist, but they'll help you identify what you want.

LOOKING AT THE YEAR AHEAD:

What would make you feel excited to come to work?

What skills or knowledge do you wish you had?

What parts of your current job do you want to do MORE of?

What parts of your current job do you want to do LESS of?

When you think about your career in 3–5 years, what does success look like? (There's no "right" answer.)

What's one challenge you face in advancing your career?(Not enough skills? Not sure what you want? No time?)

Part 2: Connecting to University Strategic Imperatives

U of A's Three Strategic Imperatives:

- **Success for Every Student:** We help students succeed and prepare for meaningful careers
- **Research that Shapes the Future:** We advance knowledge and solve global challenges
- **Engagement with Our Communities to Create Opportunity:** We serve Arizona and create opportunity

How to Connect Your Work to the Imperatives

Even if your role doesn't work directly with students, research, or the community, it still enables the university to achieve these imperatives. Here's how to make that connection:

If you work in Operations, Finance, HR, or Administration:

Success for Every Student:

- "My work keeps operations running smoothly so faculty and staff can focus on teaching and supporting students"
- "By managing resources well, I help ensure students have the facilities/services/support they need"

Research that Shapes the Future:

- "My work handles critical administrative tasks so researchers can focus on discoveries"
- "By managing compliance/finances/operations, I help research teams work efficiently"

Engagement with Our Communities:

- "My work helps the university run efficiently so we can invest more in serving Arizona"
- "By supporting university operations, I help the U of A be a reliable partner for our communities"

If you work in IT or Technology:

- "My work provides technology that helps students learn and access educational resources" (Success for Every Student)
- "My work provides the technology infrastructure researchers need for their discoveries" (Research that Shapes the Future)
- "My work helps UA share knowledge and resources with Arizona communities through technology" (Engagement with Our Communities)

If you work in Facilities, Safety, or Physical Plant:

- "My work maintains safe, clean, functional spaces where students can learn" (Success for Every Student)
- "My work maintains labs and research facilities where discoveries happen" (Research that Shapes the Future)
- "My work maintains the spaces where our university connects with alumni, partners, and the broader community." (Engagement with Our Commitment to Create Opportunity)

Direct connections:

- Student Services, Advising, or Direct Student Support → Success for Every Student
- Research support (grants, compliance, lab management) → Research that Shapes the Future
- Community Engagement, Extension, or Public Service → Engagement with Our Communities

Connecting Your Goals (Not Just Your Current Work)

When you write your goals, think about:

- If I achieve this goal, how will it help the university serve students/do research/engage communities better?
- What imperative will benefit if I get better at this skill or take on this work?

Remember:

- Goals don’t have to be about moving up. Getting really good at what you do matters too.
- 2-3 good goals are better than 5 unclear ones

Examples:

Goal: “Build advanced Excel skills to create better reports” → **Imperative:** Success for Every Student → **Because:** “Better reports help leadership make informed decisions about student programs and support”

Goal: “Streamline the invoice approval process from 5 days to 2 days” → **Imperative:** Research that Shapes the Future → **Because:** “Faster processing means researchers get the supplies and services they need more quickly”

Goal: “Learn UAccess Analytics to create custom dashboards” → **Imperative:** Engagement with Our Communities → **Because:** “Better data helps us understand how we’re serving Arizona communities and where to improve”

For each goal, ask yourself: Which Strategic Imperative?

- Does this help support student success (even indirectly)? → Success for Every Student
- Does this help support research or discovery (even indirectly)? → Research that Shapes the Future
- Does this help UA serve Arizona communities (even indirectly)? → Engagement with Our Communities

Draft Out Some Ideas

Jot down the goal ideas you’ve been thinking about. They don’t have to be finalized.

	Goal idea
1	
2	
3	
4	

Part 3: Put It All Together and Make It SMART

Now take your goal ideas and make them SMART:

- **SPECIFIC:** What exactly will you do?
- **MEASURABLE:** How will you know you did it?
- **ACHIEVABLE:** Do you have (or can you get) what you need to do this?
- **RELEVANT:** How does this connect to your job, your unit's needs, or University priorities?
- **TIME-BOUND:** When will you finish this?

Want to practice making SMART goals? Use this [SMART Goal Setting Template](#).

Goal 1 (from Part 2):

Make it SMART:

Goal 2 (from Part 2):

Make it SMART:

Goal 3 (from Part 2):

Make it SMART:

Goal 4 (from Part 2):

Make it SMART: