**Goals** are under your control. Other people may help you accomplish them, but you are the one in charge of defining what you want to do, how, and why.

If you're struggling to meet your goals, you may be defining them too vaguely. Remember PLUMS!

P ositive

L ikely

**U** rgent

M easurable

**S** pecific

Frame your goals in **positive** terms. Focus on things you can do, rather than behaviors to avoid.

- **X** Stop procrastinating.
- ✔ Write 100 words a day.

Evaluate your skills and workload to see if your goal is **likely**. Are you setting the bar too high for yourself?

- **X** Work for 12 hours a day.
- ✓ Complete project in three months.

Make your tasks feel **urgent** by giving them a deadline, whether from a client or one that you set for yourself.

- **X** Write a novel someday.
- ✓ Participate in National Novel Writing Month during November.

Choose tasks that are **measurable** so you can track your progress and see your accomplishments.

- **X** Pitch more.
- Make three pitches a week.

Finally, choose tasks that are **specific**. Break down your big ideas into manageable tasks with a limited scope. Remember, *done* is better than *complete* or *perfect*.

- **X** Write a nonfiction book.
- Write a reference manual on gardening in desert climates.

Use the space below to write down some of your own goals.		

**Milestones** are career accomplishments that come as a result of your work, but they are not directly under your control. Think of milestones as a career bucket list, rather than a to-do list.

Some examples of career milestones include:

- Having a poetry chapbook published.
- Being an award finalist.
- Making your first paid sale.

Choose milestones that are important to *you*, regardless of how peers, mentors, friends, and family feel. Not everyone will understand the

significance of a milestone, especially if they aren't in your industry.

Use the spaces below to write down a couple career milestones and why they're important to you. What does the milestone symbolize? How will you celebrate achieving it?

Once you have accomplished a milestone, reflect on the journey that led you to there. What are you proud of the most? What obstacles did you run into? What have you learned?

How I'll celebrate:  Accomplished on: Reflections and notes:  Milestone: Why it's important:  How I'll celebrate:		
How I'll celebrate:  Accomplished on: Reflections and notes:  Milestone: Why it's important:  How I'll celebrate:	Milestone:	
Accomplished on:  Reflections and notes:  Milestone:  Why it's important:  How I'll celebrate:	Why it's important:	
Accomplished on:  Reflections and notes:  Milestone:  Why it's important:  How I'll celebrate:		
Accomplished on:  Reflections and notes:  Milestone:  Why it's important:  How I'll celebrate:		
Milestone:  Why it's important:  How I'll celebrate:	How I'll celebrate:	
Milestone:  Why it's important:  How I'll celebrate:	Accomplished on:	
Milestone:  Why it's important:  How I'll celebrate:		
Why it's important:  How I'll celebrate:		
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Why it's important:  How I'll celebrate:		
How I'll celebrate:	Milestone:	
	Why it's important:	
	How I'll celebrate:	
Accomplished on'	Accomplished on:	
Reflections and notes:	Reflections and notes:	