

Short-term goals and objectives v1

	LONG-TERM GOAL	SHORT-TERM GOAL	OBJECTIVE
What it is		Something you will accomplish in the relatively near-term (fewer than 5 years) to accomplish your long-term goal; stepping stone(s) to achieving your long-term goal.	Often used interchangeably with short-term goals, but often more specific than short-term goals and includes activities that will lead to short-term goals.
Tips for writing		<p>Identify major steps you need to take or make to get to your long-term goal.</p> <p>How does each support your long-term goal or enable you to reach it?</p> <p>Over what time period do they need to take place?</p> <p>Write them down and prioritize the order in which they need to happen.</p>	<p>Think of the acronym SMART</p> <p>Is the objective <u>Specific</u>? Is it <u>Measurable</u>? How will you measure it? Is the objective <u>Attainable</u> within the time period you have specified? Is the objective <u>Relevant</u> to your short-term goal or goals? Is your objective <u>Time-bound</u>—does it have a specific time period within which it will occur?</p>
Action and measurement		Action remains general, generic, and abstract, but time frame is reduced and measurement can be more specific. Measure by reviewing whether you started and finished each short-term goal on time, assess your level of satisfaction with your accomplishments in a given time period, determine whether you remain on track toward your long-term goal or whether you need to make course corrections	Action is specific, tangible, and measurable (or can be made measurable).
Timeframe		One to five years	Less than a year; may be months (as in a semester) or weeks
Examples	My long-term career goal is to advance methods used in measuring and reducing hospital-acquired injury among	Short-term goals include the following: 1) Learning how to conduct a systematic evidence review, 2) Advancing my statistical	Specific objectives for <u>short-term goal 1</u> include: 1) During the fall semester of the first year of this CDA, I will learn the overall Systematic Evidence

	<p>older hospitalized patients.</p>	<p>expertise for outcomes prediction and acquiring skills in health-system evaluation and decision analysis and 3), Completing a Master's in Public Health (MPH) degree.</p>	<p>Review (SER) process by interviewing a project manager on the XXX Center's SER team, drawing a flow diagram of the process, and reviewing it with the project manager to ensure my understanding. 2) For two months during the following spring semester, I will shadow the project manager to experience the SER process "in action". 3) During the summer session, I will serve as a member of the SER team and actively seek feedback on my skill development from the project manager and fellow team members.</p>
	<p>My goal as a reproductive epidemiologist is to identify gene-by-environment interactions associated with adverse pregnancy outcomes in large-scale population-based cohorts, with an emphasis on exposures that are susceptible to public health intervention.</p>	<p>My short-term goals include the following: 1) establishing, building, and continually growing a registry of women who have experienced adverse pregnancy outcomes, 2) systematically amassing genetic and environmental data associated with each individual for use in the proposed research in this application and for future research, and 3) preparing and successfully competing for an R01 during years 2 and 3 of this award.</p>	<p>Specific objectives for <u>short term goal 1</u> include: 1) completing the design phase of the registry by (date), 2) completing documentation, testing, and trial runs by (date), and 3) successfully launching the registry and initiating data entry by (date).</p>

NOTE: Narrative information contained in the objectives section may be effectively presented in a table or timeline rather than narrative form.