

# Being SMART from start to finish!

Creating an action plan for your FutureGoals.

Thinking about your future can be quite daunting. Understanding your skills and the route that best suits you are a good place to start.



**FUTUREGOALS**  
Remote

A project led by the:

**LEP** Leeds City Region  
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# My skills

List five things that you consider to be your best skills (i.e. Being able to communicate effectively or having good writing skills):

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

## Which path is right for you?

There are four main options after school or college:

1. Full-time education
2. Apprenticeships or traineeships
3. Part-time training with a job, self-employment or voluntary work
4. University

Remember that you must stay in learning until your eighteenth birthday.

Have a look on our website for some inspiration -

[futuregoals.co.uk/education-and-training](https://futuregoals.co.uk/education-and-training)

# Doing your research

Our website provides various links to help you get to know each college, sixth form, apprenticeship provider and training options:

[futuregoals.co.uk/education-and-training](https://futuregoals.co.uk/education-and-training)

Here's another link to help you with your research:

[ucas.com/further-education](https://ucas.com/further-education)

Now that you've had a look at the various options, it's time to choose the pathway that interests you the most. Select an education provider (sixth form, college, apprenticeship), visit their website, learn all that you can and complete the following research areas.

Name of provider or organisation:

Subject, course or role you are interested in:

Requirements (grades, experience):

Overview of the course or role:

# Creating your CV

It's really important to know how to create a brilliant CV. Your CV contains information about you, your qualifications, your interests and your goals – it's usually the first thing that an employer or education provider sees.

Use the following link for top tips and advice to help you understand how to write a CV:

[nationalcareers.service.gov.uk/get-a-job/cv-sections](https://nationalcareers.service.gov.uk/get-a-job/cv-sections)

# Your action plan

To help you understand your goals and how to achieve them, simply follow the SMART method by answering each question honestly, thinking about your skills and the research you previously carried out.

**S**pecific

What needs to be accomplished?

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Why do you want to accomplish this goal?

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**M**easurable

How will you know that you have succeeded?

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How many actions will it take?

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**A**ctionable

Do you have the resources to achieve the goal?

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Is the goal likely to bring success?

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**R**elevant

Is this a worthwhile goal?

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Will it be meaningful?

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**T**ime-bound

What is the deadline for reaching the goal?

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When will you begin taking action?

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# FUTUREGOALS

[futuregoals.co.uk](https://futuregoals.co.uk)



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Working in  
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