

# TechSF

## Goal Setting & Career Planning For Gig Workers & Skilled Freelancers

Part 6

goals  
this  
month

- o les een lock uit
- o mediteer & doe een yoga
- o lees positief & stress less!

NOVEMBER

M	D	W	D	V	Z	Z
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6	7	8	9	10	11	12
14	15	16	17	18	19	
		23	24	25	26	

# Goal Setting & Career Planning For Gig Workers & Skilled Freelancers

## Lesson Goals

- Setting Goals
- What are S.M.A.R.T. Goals?
- Setting S.M.A.R.T. Goal Plans
- Goals for Gig Workers & Skilled Freelancers



# What are S.M.A.R.T. Goals?



SMART  
*goals*

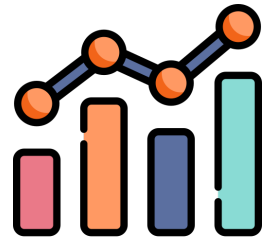
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# S.M.A.R.T.



## Specific

Be specific about what you want to accomplish.



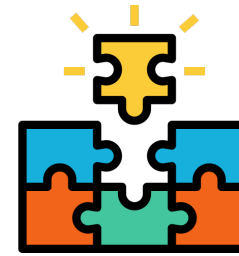
## Measurable

What metrics and how are you going to determine if you are meeting your goal?



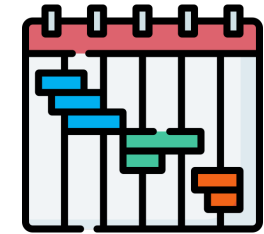
## Achievable

Is this a goal you can achieve? If it requires you to develop a new skill or change of attitude, will you attain them?



## Relevant

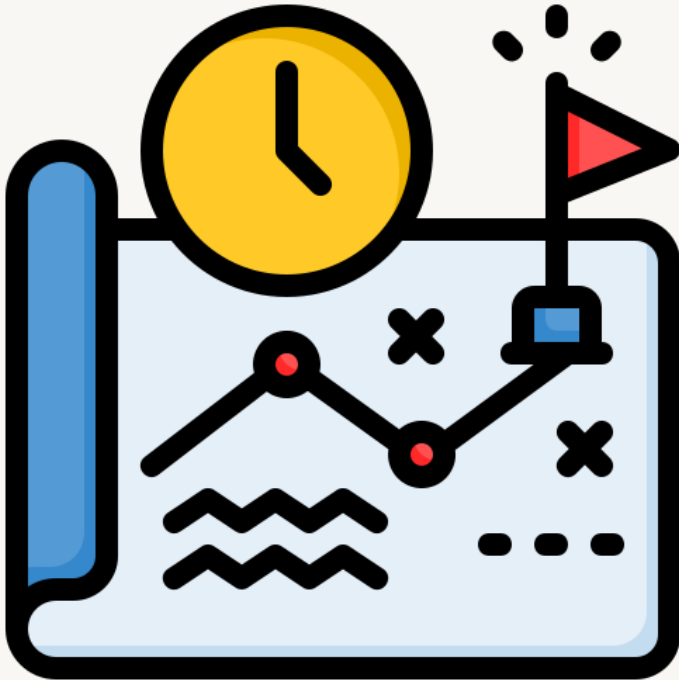
Does this align with your overall business objectives.



## Time-Bound

Set and create a timeline of actions to be completed, this will then create a sense of urgency.

# S.M.A.R.T. Goals Planning



## What is your smart goal?

Now that you know how to set SMART goals, start setting your goals and start working towards your success.

**Action / Activity: Give yourself 15 minutes to get started.**

Use the template at: <http://www.smartsheet.com/goal-tracking-setting-templates>

# S.M.A.R.T. Goals Planning Template

## PROJECT GOALS & OBJECTIVES

PROJECT NAME	
AUTHOR	Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for specific, measurable, achievable, relevant, and time-bound. If the goal is to improve native habitat in the city, an objective should look like this:  "To increase the native plants between 1st and 3rd Streets by 50% by March 31st."
DATE	
GOAL	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
OBJECTIVE 1	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
OBJECTIVE 2	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
OBJECTIVE 3	
<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	

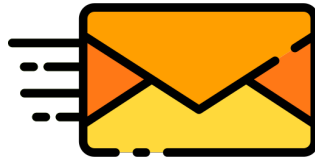
<https://www.smartsheet.com/goal-tracking-setting-templates>

# Goals for Gig Workers & Skilled Freelancers

If you are planning to use an online work platform to find work, try to follow these steps:



Make sure your profile is complete and fully up-to-date.



For **skilled freelancers** that have proposal-based platforms: aim to send out 20 proposals per week, but try to send out 10 at a minimum.



For **gig workers** on an auto-matching platforms: try to make yourself available for gigs at least 20 hours a week, but be available for 10 at a minimum.

# Be Patient and Don't Give up!

When it comes to freelancing and gig work, **don't get discouraged** if it takes a while to get your first gig. Over time, things will get easier as you:



Build your  
online-reputation  
through positive  
ratings and reviews.

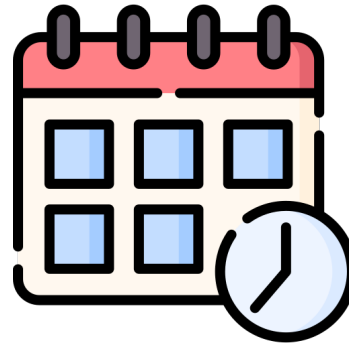
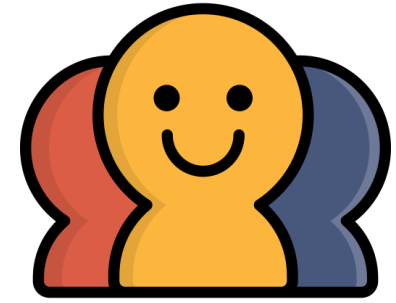


Figure out your  
routine and ideal  
work schedule.



Become better at  
identifying your  
ideal clients and  
getting more gigs.



# YOU CAN DO THIS!

**Work hard and stick with it.  
You will go far!**





# Continue to the Gig Economy Part 7 Taxes & Contracts For Gig Workers & Skilled Freelancers

For More Information Contact:

[TechSF@sfgov.org](mailto:TechSF@sfgov.org)

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- o mediter & doe aan yoga
- o lees positief & stress less!

step 1  
opt indien-  
en

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## goals this month

- 0 les een lock uit
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- 0 neem positief & stress less!

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