



Time and purpose are the compass and fuel of my journey: one guiding my direction, the other fueling my desire to grow, give back, and create lasting impact both personally and professionally. After transitioning from a long career in customer service to an administrative support role, I'm at a pivotal moment where intention must meet action. My goal is to step into leadership in Diversity, Equity, Inclusion (DEI), Sustainability, and Biodiversity, rooted in global frameworks on climate action and corporate social responsibility. To achieve this, I aim to use the SMART goal framework to strategically evolve beyond my current role, combining my passion for people with commitment to a more sustainable world.



Goal 1: Complete BSc in International Management

SMART GOAL BREAKDOWN

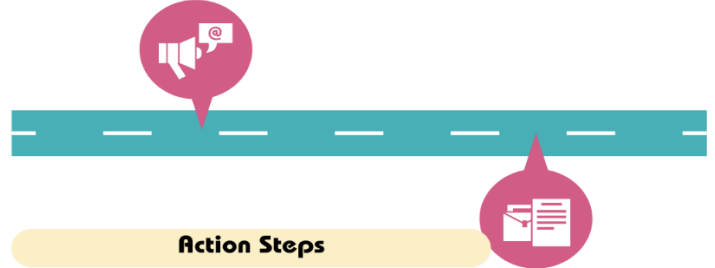
Specific: Successfully complete my current BSc program.

Measurable: Graduate with a GPA of 3.0 or higher

Achievable: Continue balancing work and study with a structured schedule.

Relevant: Build foundational knowledge in global business and management.

Time-bound: Complete within the next 1–2 years.



Action Steps

- Maintain a consistent study schedule.
- Engage in coursework related to sustainability and CSR where possible.
- Network with professors and peers interested in sustainability.

My professional background spans 15 years in customer service, and I am currently pursuing a BSc in International Management. This academic pursuit not only strengthens my understanding of global business practices but also lays the foundation for my next academic and career steps. My first SMART goal is to successfully complete the BSc program with a GPA of 3.0 or higher. To achieve this, I have committed to a consistent study schedule, by incorporating various time management tools to manage academic, work, and personal responsibilities efficiently.

As with all good plans, there will be potential challenges such as time management, financial setbacks and burnout. Therefore, I hope to address these challenges by setting micro-goals to help maintain momentum, including rest periods and curating a support network of academic advisors to maintain mental clarity and keep me motivated.

Goal 2: Enroll in a Master's in Environment, Sustainability, and CSR

SMART Goal Breakdown

Specific: Apply to a Master's program that offers comprehensive training in environmental, social, and economic challenges, with a focus on international sustainability frameworks and climate change.

Measurable: Apply to 3–5 programs and enroll in one within 6 months of completing my BSc.

Achievable: Build on my BSc and work experience; prepare application materials in advance.

Relevant: Aligns directly with my career goals in sustainability and DEI.

Time-bound: Begin the program within 1 year of completing my BSc.

Action Steps

- Research top programs (e.g., in Europe, Canada, or online).
- Prepare personal statement and gather recommendation letters.
- Apply for scholarships or financial aid.
- Attend virtual open days or info sessions.

Looking ahead, my second goal is to pursue a Master's degree in Environment, Sustainability, and CSR. This advanced degree will allow me to build on both academic and work experience, focusing on complex global challenges related to climate and equity. I aim to apply to three to five programs within six months of completing my undergraduate degree, with the goal of beginning the program within a year. My preparations include drafting a compelling personal statement, gathering strong recommendations, and attending virtual open days to assess the best academic fit. Financial planning, including scholarships and employer support, is also part of this phase.

However, I do foresee the potential to have application fatigue and financial constraints to fund the master's program. Thus, I must conduct extensive research to seek and apply for financial aid and begin my application six months in advance of deadlines.



Goal 3: Gain Practical Experience in DEI, Sustainability, Biodiversity & CSR



SMART Goal Breakdown

Specific: Participate in at least 2 sustainability or DEI-related projects annually.

Measurable: Track involvement and outcomes in a professional development journal.

Achievable: Start with internal company initiatives or local volunteer work e.g. tree planting exercises

Relevant: Builds hands-on experience and credibility in my target field.

Time-bound: Begin within 3–6 months and continue throughout my studies.



Action Steps

- Join or initiate a sustainability committee at work.
- Volunteer with local or international NGOs.
- Attend conferences and workshops (e.g., UN SDG events, CSR forums).
- Document my contributions and lessons learned.



While education forms the theoretical backbone of my journey, practical experience is equally important. Therefore, my third goal is to participate in at least two DEI or sustainability-focused projects annually. Whether through volunteering with local NGOs or contributing to internal workplace initiatives, I am committed to gaining real-world experience. These projects not only build credibility but also deepen my understanding of how sustainability and inclusion are put into practice. I will track my involvement and outcomes in a reflective development journal, documenting both successes and areas for growth.

Ultimately, my fourth SMART goal is to secure a more impactful role in a leadership position, such as a Sustainability Coordinator, DEI Officer, or CSR Manager, ideally within one year of completing my master's degree. I will leverage my evolving academic credentials, project experience, and growing network to apply for at least ten targeted roles. To support this transition, I plan to update my professional profiles, conduct informational interviews, and join organizations like Organisations for Eastern Caribbean States (OECS), the International Society of Sustainability Professionals (ISSP), the World Wildlife Fund (WWF), and Institute of Ecology and Environmental Management. I also intend to explore certifications such Registered Environmental Professional (REP) and Certified Environmental and Safety Compliance Officer (CESCO).

Goal 4: Transition into a Leadership Role in DEI/Sustainability

SMART Goal Breakdown

Specific: Secure a role such as Sustainability Coordinator, CSR Manager, or DEI Officer.

Measurable: Apply to at least 10 targeted roles within 6 months of completing my Master's.

Achievable: Leverage my education, experience, and network.

Relevant: Aligns with my long-term vision of impactful work.

Time-bound: Achieve this within 1 year of completing my Master's.

Action Steps

- Update my resume and LinkedIn with new qualifications.
- Conduct informational interviews with professionals in the field.
- Join professional associations (e.g., ISSP, WWF).
- Consider certifications (e.g., REP, CESCO).

Impact

To ensure sustained progress, I will conduct monthly check-ins to review academic milestones and project contributions. Quarterly reflections will help me recalibrate goals and celebrate wins, while annual reviews will serve as broader evaluations of my advancement toward a leadership role.

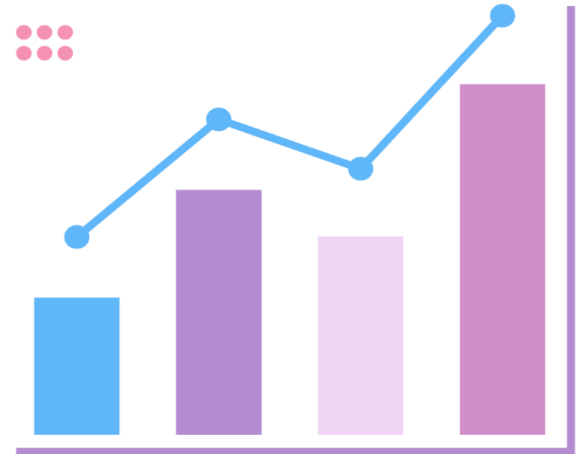
In support of this journey, I will actively seek mentorship, engage in professional communities locally like Helen's Daughters, and use platforms like Coursera and LinkedIn Learning for continuous development. The journey is demanding, but the structure provided by SMART goals, combined with a holistic approach to time and energy, as well as the loving support of my family and friends, equips me to move forward.



Implementation, Monitoring & Evaluation

Support & Resources:

- Mentorship: Seek mentors in academia and industry.
- Learning Platforms: Use Coursera, edX, and LinkedIn Learning for supplemental training.
- Financial Aid: Explore scholarships, grants, and employer support.
- Professional Communities



Progress Review

- Monthly: Track academic and volunteer milestones.
- Quarterly: Reflect on skill development and adjust goals.
- Annually: Evaluate progress toward my leadership transition.



In conclusion, this essay reflects my commitment to professional excellence. By setting specific, measurable, achievable, relevant, and time-bound goals across academic, experiential, and wellness domains, I am laying a strong foundation for a future career in DEI and sustainability leadership. My journey is a dynamic one; driven by vision, structured by goals, and fueled by intention.