

## Goal Setting Instructions and Worksheet

This worksheet is not intended for your discussion with your supervisor. It is for your personal use in organizing your thoughts about all of your career goals and deciding which of your goals, developmental objectives and developmental activities you want to include on this year's TSA Career Plan. You may have several short and long-term goals that you are considering or you may be focused on one or two clear goals. Each employee will approach goal setting from his or her unique perspective. The following worksheet is only a sample. Design your own format if it does not meet your needs.

1. A good place to start is with a goal to continue to strengthen your performance in your current position. Write one or more developmental objectives, i.e., specific statements about the skills or competencies that you hope to develop or strengthen. Once you have your developmental objectives, fill in the developmental activities section with the activity or activities that you want to pursue to meet the objective.

**For Example:**

**Goal:** Continue to strengthen my skills as a Screener.

**Developmental Objective:** Improve my business writing skills.

**Developmental Activities:**

- Read the book "Effective Business Writing" and apply principles learned.
- Arrange to have a colleague proofread my writing for grammar, punctuation, spelling and sentence structure errors. Note my most frequent errors and learn the rules for improvement.

2. Once you have filled in your developmental objective(s) and activities for your current position, go back and prioritize your objectives (if you have more than one objective). Fill in any costs that may be related to activities (dollars or on the job time required). Also think of alternative ways to meet the developmental objective as a "Plan B" in case funding or on-the-job learning is not available.
3. If you have additional career-related goals (e.g., completing a degree, mastering a new competency, preparing for another position) fill in additional goal statements, developmental objectives and developmental activities for each of your goals by following the procedures described in numbers 1 and 2 above.
4. After you have filled in as much of this worksheet as is relevant for your career aspirations, look for overlap among the objectives and activities needed for each of your goals. These may be the areas where you want to concentrate your efforts since they will help you progress towards multiple goals.
5. Before deciding which parts of this worksheet you want to transfer to your TSA Career Plan, research which of your developmental activities are available through the TSA Online Learning Center(OLC). If an activity is available through the OLC, follow procedures to incorporate it into your OLC Development Plan. If the OLC "component" needs supervisory approval, you will also need to include it on your TSA Career Plan.