

Career Goals Worksheet

| | <i>Short-term (1 Year)</i> | <i>Mid-Range (3-5 Years)</i> | <i>Long-term (10 Years)</i> |
|---|----------------------------|------------------------------|-----------------------------|
| <i>Draft Goal</i> <i>Where to you want to be in...?</i> | | | |
| Specific <ul style="list-style-type: none"> • What is the desired job? (i.e., position, industry, responsibilities, benefits, hours) | | | |
| Measurable <ul style="list-style-type: none"> • How can you quantify (numerically or descriptively) progress and completion? (i.e., title, responsibilities, pay) | | | |
| Achievable <ul style="list-style-type: none"> • What training, certification and skills are needed? • What experience is necessary? • What resources (i.e., money, equipment) are needed? • Do you need help from other people? | | | |
| Relevant <ul style="list-style-type: none"> • Is the goal in alignment with other life goals? | | | |
| Time-bound <ul style="list-style-type: none"> • What is the deadline? • Is the deadline realistic? | | | |
| <i>Final Goal</i> | | | |