

## Career Goals Worksheet

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