

## 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><br><i>Where to you want to be in...?</i>   |                            |                              |                             |
| <b>Specific</b><br><ul style="list-style-type: none"> <li>• What is the desired job? (i.e., position, industry, responsibilities, benefits, hours)</li> </ul>   |                            |                              |                             |
| <b>Measurable</b><br><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><br><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><br><ul style="list-style-type: none"> <li>• Is the goal in alignment with other life goals?</li> </ul>  |                            |                              |                             |
| <b>Time-bound</b><br><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>  |                            |                              |                             |