

Career Goal Setting Worksheet

Use this worksheet to set and plan actionable career goals for the year.

My Goal	Ex. a specific position, skill, certification I want to achieve
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By When	Set a specific date or time frame I will achieve this by:
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Action Steps	List key actions, like enrolling in a course, seeking a mentor, etc. To reach this goal, I will:
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Measure of Success	Define what success looks like for you. I will know I've succeeded when:
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Career Goal Setting Planner

Step 1: Identify Your Goal

Your #1 goal related to job promotions, skill development, and professional qualifications.

Tip

Take the pressure off—write down what success looks like even if you don't hit your goal.
Think: Developing new skills or expanding your network.

Step 2: Build Your Network

Who in your network inspires you or pushes you to grow?
Who do you want to build relationships with?

Think

Who will help keep me on track? Who can I learn from? Who could bridge the gap from where I am now to where I'm going?

Networking Action Plan

Circle 2-3 actions you'll take to build your ideal network (or add your own ideas!)

- Attend 1-2 industry-related events per month
- Reach out to my current network and ask for recommendations
- Engage on LinkedIn + reach out to 2 new people per week
- Participate in my work's ERG or mentorship program



Key Contacts

Action Step #1

Action Step #2

Action Step #3

Step 3: Build Your Schedule

List **three daily micro-steps** you can start implementing this month to contribute to your goals.

Tip

Use ChatGPT for inspiration to help build your action plan or daily schedule to fuel your goals.

- **Prompt #1:** Describe an ideal day in the life as...
- **Prompt #2:** Create a daily schedule for me to follow that will allow me to achieve this life.
- **Prompt #3:** Create small notes for me to be emailed to myself on the 1st of each month, as reminders for motivation, include a brief monthly action plan.

Use a personal **'workback schedule'** to break your goal into actionable, bite-sized chunks!

Final Goal-Setting Tips

Daring

Goals should be ambitious and push you out of your comfort zone.

Realistic

Ensure goals are achievable with your current resources and time.

Empowering

Goals should boost your confidence and sense of accomplishment.

Aligned

Make sure goals are in harmony with your personal and career aspirations.

Measurable

Include clear criteria for tracking your progress and success.

