

Career Goal Setting

Use this worksheet to refine, track, and execute your career goals with precision.

Strategic Leadership Goals

<p>Primary Goal</p> <p>Define a key leadership milestone or business objective for the year.</p>	
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<p>Strategic Alignment</p> <p>How does this align with your company's long-term vision?</p>	
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<p>Success Metrics</p> <p>What KPIs will measure impact?</p> <p>Example: revenue growth, market expansion, cost savings, innovation impact.</p>	
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Tip

Shift the focus from the outcome to the progress—define what success looks like, even if the ultimate goal isn't met.
Consider: Developing new skills, expanding your network, or gaining valuable insights.

High-Impact Action Plan

Key Initiatives

What strategic actions will drive your goal?
Examples: launching a business unit, executing M&A, driving innovation pipeline.

Delegation Strategy:

Which tasks should be assigned to direct reports or teams?

Stakeholder Engagement:

Which executives, board members, investors, or partners need to be involved?

Leadership Development:

How will you strengthen executive presence and decision-making?

Tip

Think: Who will provide accountability? Who can offer strategic insights? Who can help accelerate my growth and bridge the gap between my current position and future goals?

Executive Networking Plan

Key Relationships:

Identify 3-5 industry leaders, investors, or partners to build relationships with.

Strategic Networking Activities:

Plan high-impact engagements: speaking events, advisory board roles, and exclusive industry summits.

Mentorship & Influence:

Who should you mentor or sponsor to expand leadership influence?



Optimizing Time & Performance

List 3 executive habits to maximize strategic efficiency

Daily Micro-Steps:

Prioritize deep work—schedule blocks for high-level strategy.

Rapid Decision-making Framework:

Implement a rapid decision-making framework.

Executive Coaching & Advisory Groups:

Engage in executive coaching or peer advisory groups.

Tip

Develop a personalized **workback schedule** to stay on track. **Leverage** the template to break your goal into clear, actionable steps.

Leadership Legacy & Vision

Defining Impact:

What lasting change do you want to create in your company, industry, or team?

Guiding Leadership Values:

What principles will shape your decisions?

Long-Term Vision:

What is your 5-10 year career and influence plan?

Tip

Use ChatGPT to help build a framework or inspire a broader perspective to fuel your goals.



Quarterly Progress Check-In

Q1 What milestones should be completed by March?

Q2 Where should you be by June?

Q3 What adjustments are needed for September?

Q4 How will you assess year-end success?

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.

