**Career Goals Worksheet**

*Short-term (1 Year) Mid-Range (3-5 Years) Long-term (10 Years)*

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| ***Draft Goal***  *Where do you want to be in…?* |  |  |  |
| **Specific**   * What is the desired job? (i.e., position, industry, responsibilities, benefits, hours) |  |  |  |
| **Measurable**   * How can you quantify (numerically or descriptively) progress and completion? (i.e., title, responsibilities, pay) |  |  |  |
| **Achievable**   * 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**   * Is the goal in alignment with your values and strengths? |  |  |  |
| **Time-bound**   * What is the deadline? * Is the deadline realistic? |  |  |  |
| ***Final Goal*** |  |  |  |