**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*** |  |  |  |