





Career Goals

- Your career goals should help to you achieve 2 primary objectives.
- Help you achieve what you have **defined as success.**
- Help you to make the **vision** you defined a **reality.**

Why goals matter!

- They help **guide you**
- They **motivate you**
- They hold you **accountable**
- They keep you **organized**
- They help you to **celebrate successes** along the way



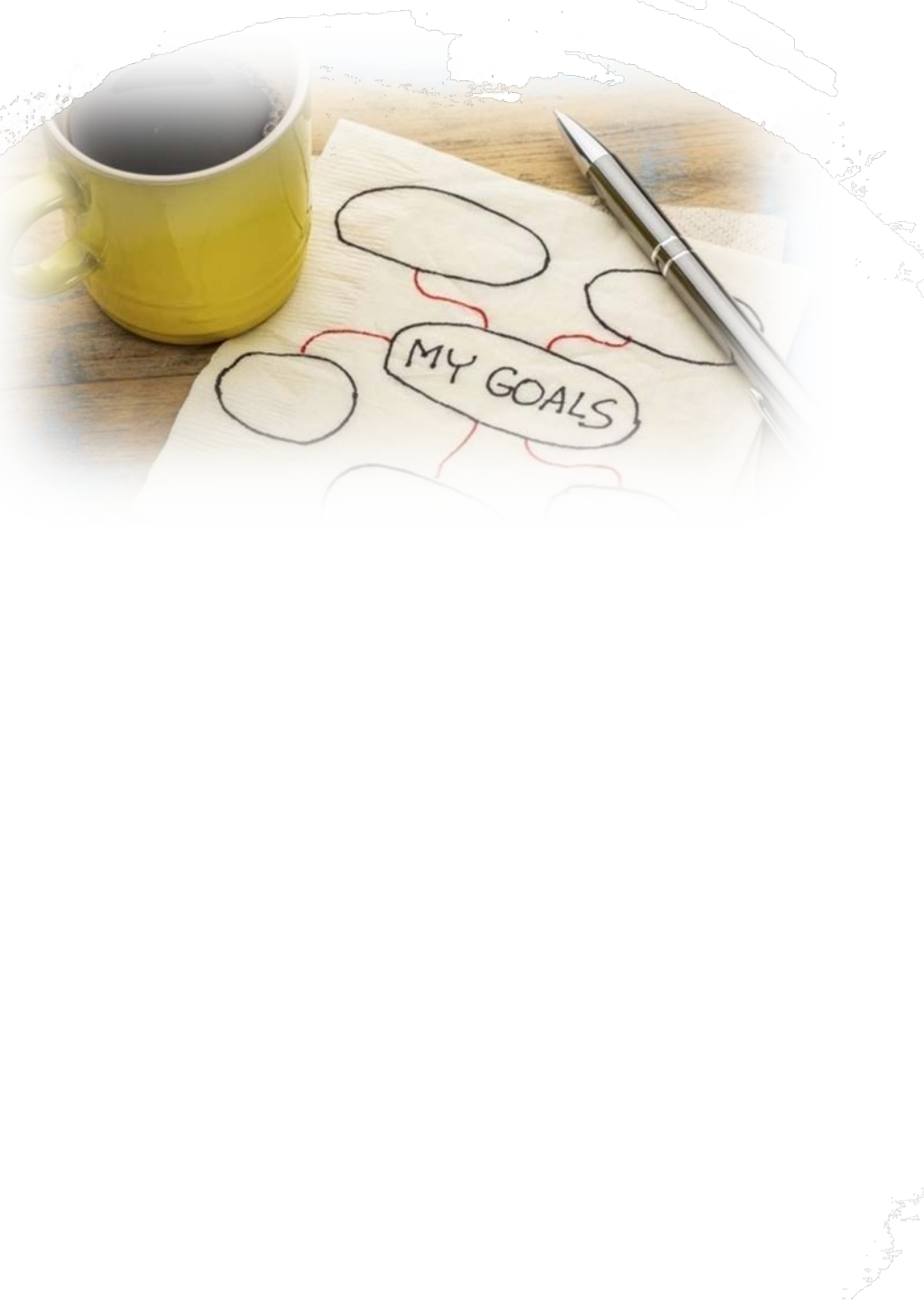


Career Goals
typically focus
on...

Items specific
to your Role

Skill
Development

Knowledge
Acquisition



Goals

Set both **long-term and short-term** career goals so you can easily connect the steps that you need to take in varying phases of your career.

- Short-term → 6 months to 2 years
- Long-term → 2-5 years

As you succeed in your short-term goals, that success should feed into accomplishing your long-term goals.

Be Smart

A popular acronym can help you write effective goals. Try the SMART system for your career goal.


Specific – Aim for a specific, concrete area for your goal or steps.

Measurable – To determine if your goal is measurable, ask questions such as: how much? How many? How will I know when it is accomplished?

Attainable – Goals are most attainable when steps are thought out clearly and allow enough time. How do you intend to accomplish your goal? Which actions follow on other actions? Is the goal realistic given where you're starting from? It should be a challenge, but also achievable.

Relevant – A relevant goal is one that really matters to you and to the end result. Is it worthwhile? Is this the right time? Does your goal relate to other efforts or timelines? Does it require resources that are currently available?

Timely - A goal should be grounded within a defined time period, both for clarity and to give your action urgency. When do you want to begin? When do you want to complete each step?

A yellow ceramic mug filled with dark coffee sits on a wooden surface. To its right, a white paper napkin is laid out, featuring a hand-drawn mind map. The central node of the map is an oval containing the text "MY GOALS". Four red lines radiate from this central node to four surrounding empty oval nodes. A silver pen is partially visible on the right side of the napkin. In the upper right corner, a black circular graphic with a white border contains the text "Goal types prompts" in white.

Goal types prompts

MY GOALS

Job Specific

What improvements or efficiencies can you target in your role that would make a significant impact?

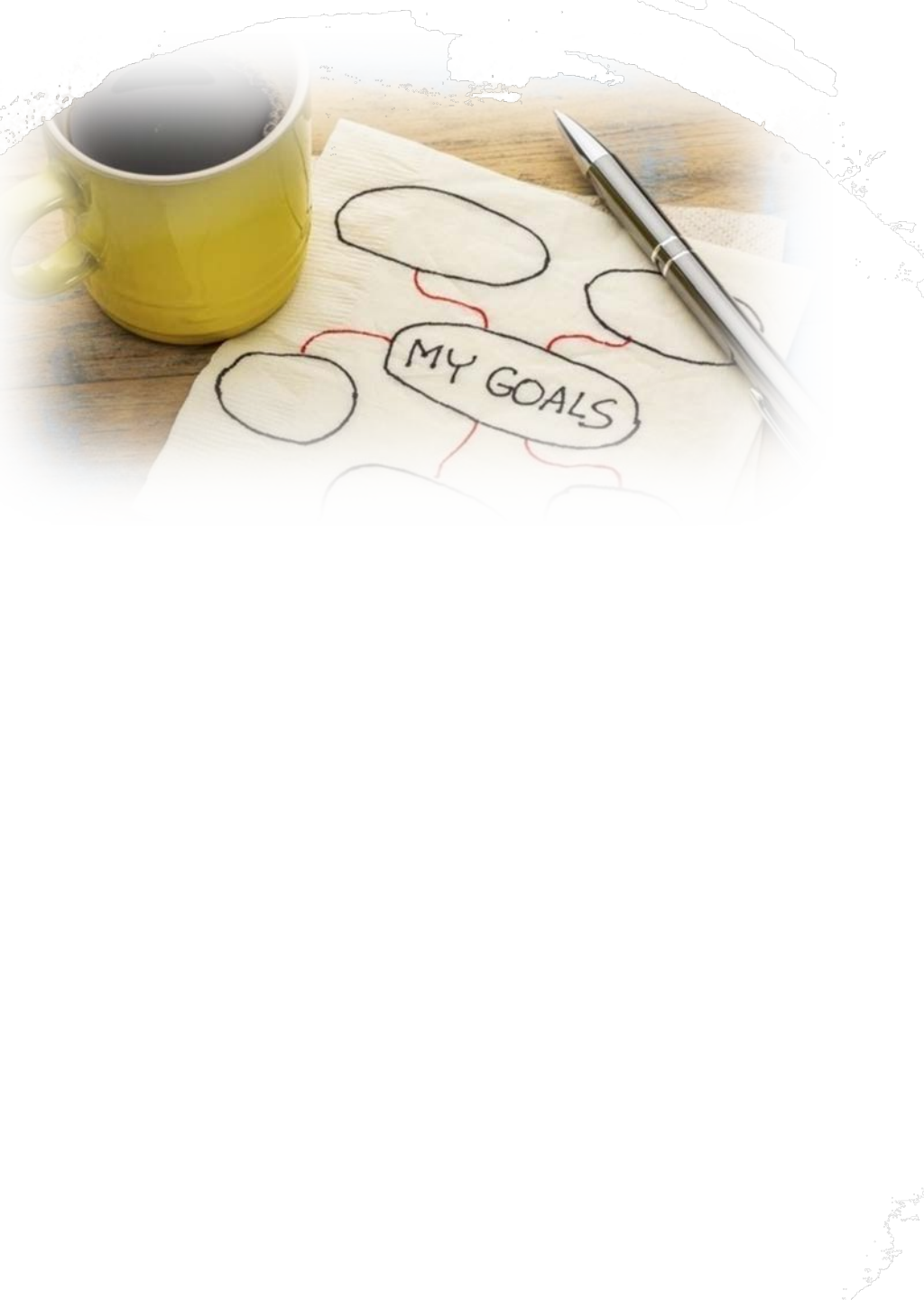
What can you do to continue to build your expertise in the key responsibilities of your role?

Skill Development

Skills that you can leverage better:

Skills that you need:

Experiences that you need:





Knowledge Acquisition

Knowledge or education that you need:

How you can gain this knowledge, i.e. formal, OJT:

Opportunities that can help you gain this:

A yellow ceramic mug filled with dark coffee sits on a light-colored wooden surface. To its right, a white paper napkin is laid out, featuring a hand-drawn mind map. The central node of the map is an oval containing the text "MY GOALS". Four red lines radiate from this central node to four surrounding empty oval shapes, representing a brainstorming or goal-setting exercise. A silver pen is partially visible on the right side of the napkin.

Career Goals Examples



Job role Examples

Reduce errors/mistakes by...
Improve quality by...
Improve process “xyz” for your department.
Improve performance metrics.

Increase your team’s effectiveness as measured by “xyz.”
Decrease costs by...
Reduce rework by...
Increase speed to market by...



Expanding your Network Examples

Ask for opportunities to explore the field and widen your horizon.

Find a mentor.

Become a volunteer in the field that interests you.

Strengthen professional relationships

Be a mentor.



Personal Development Examples

Pick up and learn a new skill.


Improve your productivity and efficiency at work.

Strengthen presentation skills.

Become a better communicator.

Facilitate meetings more effectively.

Lead projects so that they are on time and under budget

A photograph of a wooden desk with a cup of coffee, a pen, and a notepad. The notepad has a mind map drawn on it with the central text 'MY GOALS' and several empty thought bubbles connected by red lines. A white circular overlay is positioned on the left side of the image, containing the title and a list of tips.

Tips to accomplish your goals

- Understand why the goal is important to you
- Be clear about what success for each goal looks like
- Ensure there are action items for each goal
- Track your performance against each goal
- Be flexible
- Re-evaluate and check progress at designated intervals

Action Plan

1. Update the Career Goals section of your Career Blueprint
2. Identify your short- and long-term career goals.

