# **Bozeman Health**

# Career Blueprint



Career Goals





#### Career Goals

Based on how you responded earlier in the Manage your Career section, let's define – first- high level career goals and -second – detailed goals.

Did you select - Career Ladder or Career Lattice?

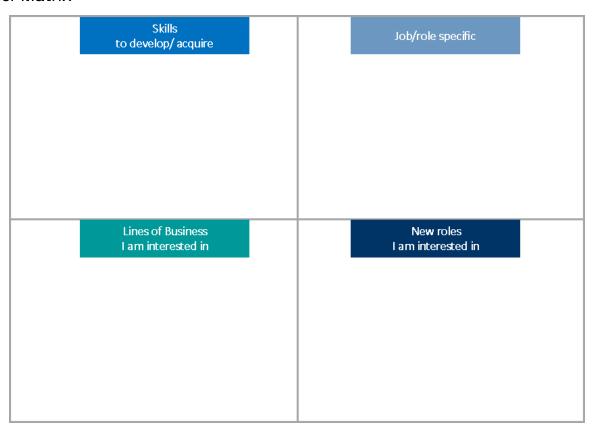
Career Lattice: If you considered the lattice approach then your high-level objectives will likely center ....

- On skills to develop: self-identified and job specific
- Job/role specific goals to increase yours' and your team's effectiveness
- Potential positions laterally, horizontally and upward

<u>Career Ladder:</u> If you considered the ladder approach then your high-level objectives will likely center...

- On skills to develop: self-identified and job specific
- Job/role specific goals to increase yours' and your team's effectiveness
- Potential positions upward

#### Career Matrix





# Examples of types of goals

# 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...

# Skills to develop

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



#### Short-term and long-term detailed goals

Review the corresponding modules for this topic on the Bozeman On Demand Career Portal prior to completing this section.

### Short-term goals - overview

List your top 4-5 short-term goals; those goals within 3 months to 1-year timeframe. You will detail them later.

#### Long-term goals – overview

List your top 2-3 long-term goals; those goals within 1- year to 3-year timeframe. You will detail them later.



Next steps - define short-term and long-term goals

Using the goal templates on the next pages, define a combination of short- and long- term goals including actions to help you achieve each of them. An example of a completed long-term goal is provided on the last page.



#### **SMART Goals**

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?



Goa	l Title	Target State Date	Target End Date	Date Achieved
Goa	l Details			
				Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)
How	v will this goal lead/contribute to your overall career	success?		
Ohs	tacles and Solutions: <i>List any obstacles or challenges</i>	s that might provent w	yy from achievina th	is goal Brainstorm
	itions to help reduce the impact of or overcome each		a from achieving th	is godi. Dramstorm
	Obstacles to achieving this goal	Solutions	s to mitigate/overco	me obstacles
Spec	cific actions needed to achieve this goal			
#	Action	Target Start	Target End	Date Achieved
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5				
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# Long-Term Goal Example

Goa	l Title	Target State Date	Target End Date	Date Achieved	
Obt	ain a position as project manager	Jan	2 yrs		
Goa	l Details		<u> </u>		
sup	In the next 2 years, I want to be in a position as a project manager, specifically supporting our HR/Training department.				
	v will this goal lead/contribute to your overall career				
This	is my ultimate career goal. It uses the skills I am bes	t at and the ones I an	interested in.		
	tacles and Solutions: <i>List any obstacles or challenges</i> tions to help reduce the impact of or overcome each		ou from achieving th	is goal. Brainstorm	
	Obstacles to achieving this goal	Solution	s to mitigate/overco	me obstacles	
Time needed to learn the skills of a project manager and still being able to do my current role me to start adding electric current role			_		
Spec	cific actions needed to achieve this goal				
#	Action	Target Start	Target End	Date Achieved	
1	Learn more about what a pm knows and does- schedule time to talk with 3-4 people who are currently doing this role	Jan	Feb		
2	Develop knowledge specific to this role by taking a online class that covers the basics of project management.	n Mar	May		
3	Practice these skills- ask my manager for - ask my boss for a small project that I can manage within si months from completing my online course.	June x	Dec		
4	In the next year, continue to take on more project related activities to build my "portfolio", within my role, through volunteering, through cross-dept opportunities	Jan (next yr)	Dec (next yr)		