

Bozeman Health

Career Blueprint



Career Goals



Bozeman Health

Center for Education + Development



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

Career Ladder: 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

<div data-bbox="378 1045 716 1119" style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> Skills to develop/ acquire </div>	<div data-bbox="919 1045 1256 1119" style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> Job/role specific </div>
<div data-bbox="378 1444 716 1518" style="background-color: #00A696; color: white; padding: 5px; text-align: center;"> Lines of Business I am interested in </div>	<div data-bbox="919 1444 1256 1518" style="background-color: #003366; color: white; padding: 5px; text-align: center;"> New roles I am interested in </div>



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?



Goal #1

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
Specific actions needed to achieve this goal				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #2

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #3

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #4

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #5

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #6

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
Specific actions needed to achieve this goal				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #7

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Goal #8

Goal Title	Target State Date	Target End Date	Date Achieved	
Goal Details			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
Obstacles and Solutions: <i>List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.</i>				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Specific actions needed to achieve this goal</i>				
#	Action	Target Start	Target End	Date Achieved
1				
2				
3				
4				
5				
6				
7				



Long-Term Goal Example

Goal Title	Target State Date	Target End Date	Date Achieved	
Obtain a position as project manager	Jan	2 yrs		
Goal Details				
In the next 2 years, I want to be in a position as a project manager, specifically supporting our HR/Training department.			<i>Ensure your goal is SMART (specific, measurable, attainable, realistic, tangible)</i>	
How will this goal lead/contribute to your overall career success?				
<i>This is my ultimate career goal. It uses the skills I am best at and the ones I am interested in.</i>				
Obstacles and Solutions: List any obstacles or challenges that might prevent you from achieving this goal. Brainstorm solutions to help reduce the impact of or overcome each obstacle.				
<i>Obstacles to achieving this goal</i>		<i>Solutions to mitigate/overcome obstacles</i>		
<i>Time needed to learn the skills of a project manager and still being able to do my current role</i>		<i>Talk with my manager about this goal and find ways for me to start adding elements of a pm position into my current role</i>		
Specific 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 an online class that covers the basics of project management.	Mar	May	
3	Practice these skills- ask my manager for - ask my boss for a small project that I can manage within six months from completing my online course.	June	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)	