

# Career Goals Workbook

*Set the destination. Build the map. Show up for the journey.*

## How to Use This Workbook

- This is a long-term career planning tool. Set aside 30-60 minutes to complete it thoughtfully.
- Revisit it every 6 months — not to judge yourself, but to recalibrate. Goals evolve as you do.
- Be ambitious AND realistic. Stretch goals are healthy. Impossible goals are demoralizing.
- Talk through this with a mentor, manager, or trusted colleague. An outside perspective is powerful.
- The exercises in this workbook build on each other. Complete them in order for best results.

## Exercise 1: My Career Vision

*Write a short paragraph (3-5 sentences) describing your ideal career in 5-10 years. Don't filter yourself. What does success look like — the work you're doing, the people you're helping, the life you're living?*

### My vision:

|  |
|--|
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|  |
|  |

## Exercise 2: My Career Values

*Check the values that matter most to you at work. Then rank your top 5 in the box below.*

|  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Autonomy          | <input type="checkbox"/> Impact            | <input type="checkbox"/> Growth       |
| <input type="checkbox"/> Security          | <input type="checkbox"/> Recognition       | <input type="checkbox"/> Creativity   |
| <input type="checkbox"/> Collaboration     | <input type="checkbox"/> Work-Life Balance | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> Mission / Purpose | <input type="checkbox"/> Leadership        | <input type="checkbox"/> Innovation   |
| <input type="checkbox"/> Stability         | <input type="checkbox"/> Flexibility       | <input type="checkbox"/> Mentorship   |

|                                      |    |    |    |    |    |
|--------------------------------------|----|----|----|----|----|
| <b>My Top 5 Values<br/>(ranked):</b> | 1. | 2. | 3. | 4. | 5. |
|--------------------------------------|----|----|----|----|----|

**Exercise 3: My SMART Career Goals**

*SMART = Specific, Measurable, Achievable, Relevant, Time-bound. Vague goals don't get done. SMART goals do.*

**Goal 1**

|  |  |
|--|--|
| <b>Specific — What exactly do I want to achieve?</b>       |  |
| <b>Measurable — How will I know when I've achieved it?</b> |  |
| <b>Achievable — What makes this realistic for me?</b>      |  |
| <b>Relevant — Why does this matter to my career?</b>       |  |
| <b>Time-bound — My target date:</b>                        |  |

**Goal 2**

|  |  |
|--|--|
| <b>Specific — What exactly do I want to achieve?</b>       |  |
| <b>Measurable — How will I know when I've achieved it?</b> |  |
| <b>Achievable — What makes this realistic for me?</b>      |  |
| <b>Relevant — Why does this matter to my career?</b>       |  |
| <b>Time-bound — My target date:</b>                        |  |

**Goal 3**

|  |  |
|--|--|
| <b>Specific — What exactly do I want to achieve?</b>       |  |
| <b>Measurable — How will I know when I've achieved it?</b> |  |
| <b>Achievable — What makes this realistic for me?</b>      |  |
| <b>Relevant — Why does this matter to my career?</b>       |  |
| <b>Time-bound — My target date:</b>                        |  |

**Exercise 4: My Accountability Plan**

| Accountability Question                     | My Answer |
|---|-----------|
| Who will I share these goals with?          |           |
| How often will I check in on my progress?   |           |
| What might get in my way?                   |           |
| How will I handle setbacks?                 |           |
| How will I celebrate when I achieve a goal? |           |

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*The people who get where they want to go aren't always the most talented. They're the ones who showed up with a plan.*