

# Self-Evaluation and Goal-Setting Guide

This form is designed to assist you in establishing a baseline condition or existing thought process related to your personal perspective on your strengths, weaknesses, development needs, and both personal and professional goals. The prompts included are intended to generate a conversation with yourself and can also be used to initiate discussion with colleagues, co-workers, friends, and family members to gain greater clarity around how you are perceived. This guide will also help you identify your goals as well as some prompts to consider in how you maintain motivation and overcome challenges.

## Self-Evaluation

Personal & Professional Strengths and Development Needs: What are your personal and professional strengths - things you are good at, find easy, or are demonstrably evident?

Personal Strengths	Professional Strengths

Personal Development Needs	Professional Development Needs

Most Significant Accomplishments: What are you most pleased and proud of having accomplished in your personal and professional life?

1)

2)

3)

4)

5)

### **Goal-Setting**

What are your major personal and professional goals for the next

6-12 months?

**Answer:**

1-2 years?

**Answer:**

2-5 years?

**Answer:**

What are your “BHAGs” (Big Hairy Audacious Goals)?

**Answer:**

How do you typically respond when you get “stuck” on a particular goal?

**Answer:**

How do you measure your progress toward achieving your goals?

**Answer:**

How do you stay motivated throughout this process?

**Answer:**

What resources are available to you to overcome challenges and achieve your goals?

**Answer:**