

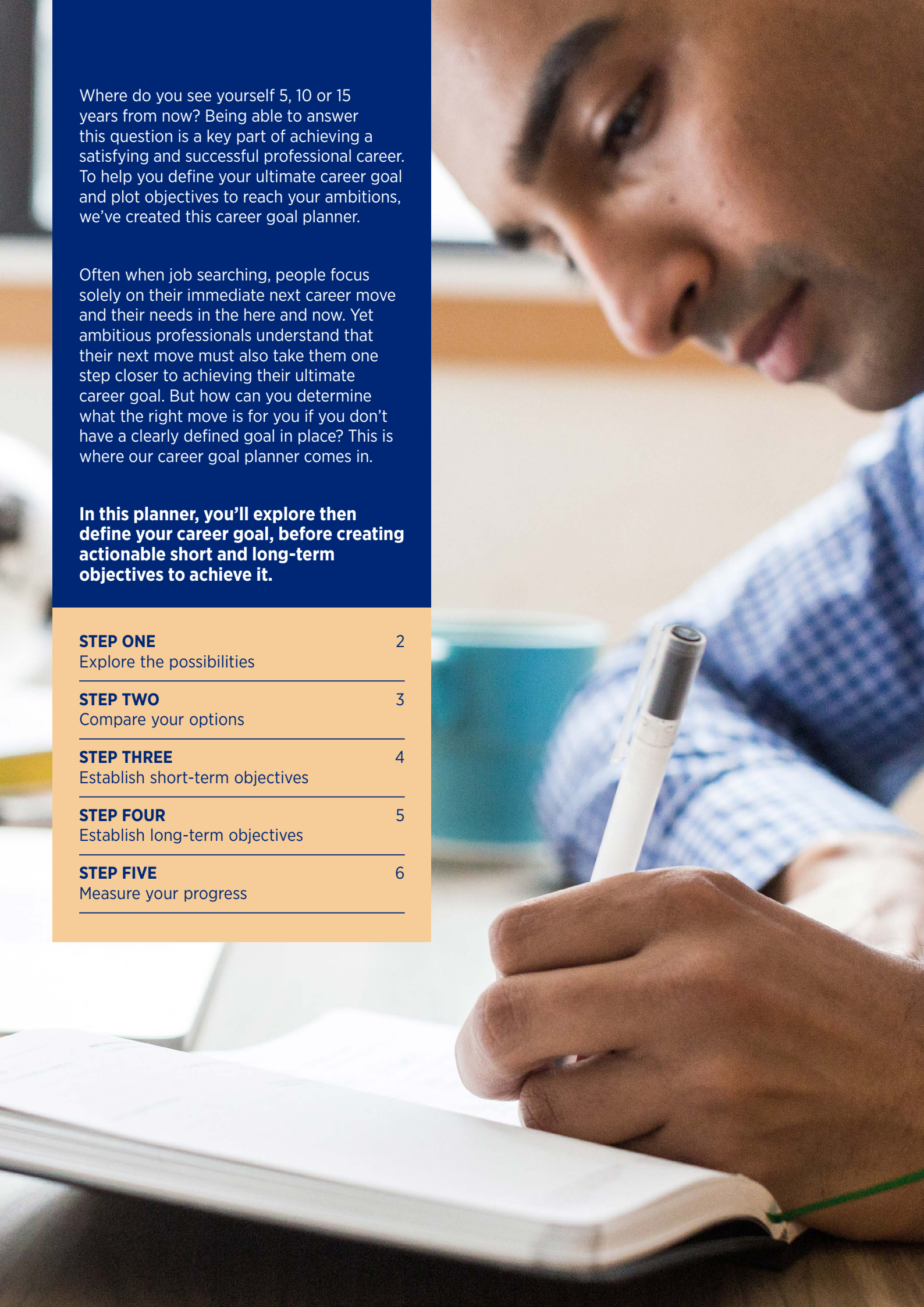
# MY CAREER GOAL PLANNER

FIVE STEPS TO DEFINE & ACTION YOUR CAREER GOAL

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Where do you see yourself 5, 10 or 15 years from now? Being able to answer this question is a key part of achieving a satisfying and successful professional career. To help you define your ultimate career goal and plot objectives to reach your ambitions, we've created this career goal planner.

Often when job searching, people focus solely on their immediate next career move and their needs in the here and now. Yet ambitious professionals understand that their next move must also take them one step closer to achieving their ultimate career goal. But how can you determine what the right move is for you if you don't have a clearly defined goal in place? This is where our career goal planner comes in.

**In this planner, you'll explore then define your career goal, before creating actionable short and long-term objectives to achieve it.**

<b>STEP ONE</b>	2
Explore the possibilities	
<b>STEP TWO</b>	3
Compare your options	
<b>STEP THREE</b>	4
Establish short-term objectives	
<b>STEP FOUR</b>	5
Establish long-term objectives	
<b>STEP FIVE</b>	6
Measure your progress	

## STEP ONE

# EXPLORE THE POSSIBILITIES

## WHAT CAREERS ARE OF INTEREST?

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Before you can define your career goal, you need to research the occupations that interest you to ensure you are comfortable with the reality of your shortlisted career choices.

**Step one invites you to:**

- **Reflect on careers of interest**
- **Research the practicalities of your career options**

### Occupation 1:

What qualifications and skills are required?

What are the standard responsibilities?

What is the work environment like?

What inspires me about this occupation?

What typical salary and work-life balance can be achieved?

### Occupation 2:

## STEP ONE

# EXPLORE THE POSSIBILITIES

## CONTINUED

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### Occupation 3:

### Occupation 4:

What qualifications and skills are required?

What are the standard responsibilities?

What is the work environment like?

What inspires me about this occupation?

What typical salary and work-life balance can be achieved?

### TOP TIP



Think about what is important to you and acknowledge any gaps between each occupational option and your own personal values and interests. If you are to be fulfilled professionally, your chosen career needs to align with your own principles and interests.

### YOUR NEXT CAREER MOVE



View our available jobs in [Australia](#) or [New Zealand](#) to see what sparks your interest.

## STEP TWO

# COMPARE YOUR OPTIONS

## IDENTIFY YOUR BEST FIT

Now that you have greater insight into your options, it's time to select and define your ultimate career goal. The following questions will help weigh up your options and identify your preferred career.

**Step two invites you to:**

- **Narrow down your choices**
- **Decide which option is best for you**
- **Write down your resulting career goal**

### Question:

Which occupation will satisfy my professional and personal ambitions?

Which occupation best matches my skills, interests and values?

Which occupation is likely to be in greatest demand by employers in the future?

In which occupation can I achieve my desired salary and work-life balance?

Which occupation can I picture myself doing day-in, day-out?

Based upon my answers above, which occupation feels like the best fit for me?

### Occupation:

Now that you've identified your best career 'fit', you're ready to define what you want to achieve in your chosen profession. Write your goal here. For example, "In 15 years' time, I want to be the financial controller of a large commercial organisation."

### KEY TAKEAWAY



Once you've identified your career goal, commit it to paper. This gives you clear direction and focus.

## STEP THREE

# ESTABLISH SHORT-TERM OBJECTIVES

## WHAT ACTIONS DO I TAKE IN THE NEXT THREE YEARS?

Now that you have identified your ideal career and defined what you want to achieve, you're ready to develop short-term objectives aligned to your goal. Understanding and defining these actions will help you strategically focus on what you need to achieve to get a foot in the door or qualify for your next promotion.

**Step three invites you to write down the specific actions you need to take in the next three years to start you down the path towards your goal.**

My career goal is:

**My short-term objectives are:**

Learning:

Skills development:

Experience:

Ideal next job:

Professional membership:

### TOP TIP



When formulating your action plan, the **SMARTER** system will help you write clearly defined objectives >

Specific  
Measurable  
Achievable  
Realistic  
Timely  
Empowering  
Reviewable

For more on SMARTER career goals, see our article for [Australia](#) or [New Zealand](#).

## STEP FOUR

# ESTABLISH LONG-TERM OBJECTIVES

## WHAT'S MY CAREER PROGRESSION PATHWAY?

Now that you know the initial first steps you must take towards your goal, you're ready to look longer-term and chart a course towards your future.

**Step four invites you to:**

- **Research typical career paths**
- **Plot a career pathway towards your goal**
- **Identify the technical skills, soft skills, competencies and experience you must acquire in each job you progress through**

Firstly, research typical career pathways for the role you aspire to:

Talk to a recruiting expert in your field

Talk to your mentor

Reach out to your LinkedIn connections

Review relevant job descriptions

Based upon your research, plot the specific jobs you'll need to advance through.  
For each job define:

**Job 1:**

Technical skills:

Soft skills:

Personal or professional development:

Experience:

Competencies:

Ideal length of tenure:

### THE IMPORTANCE OF A MENTOR



Find a mentor. When you first set your objectives, a long list of skills to learn and experiences to gain can be overwhelming. However, a mentor can help to relieve this stress while focusing your thoughts more clearly on your career. They will also give you a sense of the bigger picture by sharing their own experiences and helping you fine-tune your skills.



## STEP FOUR

# ESTABLISH LONG-TERM OBJECTIVES

## CONTINUED

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### Job 2:

Technical skills:

Soft skills:

Personal or professional development:

Experience:

Competencies:

Ideal length of tenure:

### Job 3:

Technical skills:

Soft skills:

Personal or professional development:

Experience:

Competencies:

Ideal length of tenure:



## STEP FOUR

# ESTABLISH LONG-TERM OBJECTIVES

## CONTINUED

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### Job 4:

Technical skills:

Soft skills:

Personal or professional development:

Experience:

Competencies:

Ideal length of tenure:

### Job 5:

Technical skills:

Soft skills:

Personal or professional development:

Experience:

Competencies:

Ideal length of tenure:

## STEP FIVE

# MEASURE YOUR PROGRESS

## BE FLEXIBLE AS PRIORITIES CAN CHANGE

It's important to check in from time to time to ensure your goal remains achievable and your objectives realistic.

Measure your progress, celebrate successes and reset objectives if needed.

**Step five invites you to commit to regular review dates.**

I will review my career goal and short and long-term objectives every:

### Review checklist:

How much progress have I made since my last review?

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What am I particularly proud of?

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What areas am I falling behind in?

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How will I make improvements?

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Do I need support to achieve any of my objectives? For example, could I enrol in a course, find a mentor or ask my boss for a stretch opportunity?

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Do I need to update my short-term objectives for the next three years?

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Do I need to tweak any of my long-term objectives?

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What must I achieve by my next review?

### TOP TIP



What if my career goal changes? On average, people change careers at least twice during their professional life. If your priorities change, use your review to amend your goal and your short and long-term objectives.

### KEY TAKEAWAY



Your road ahead is a long and winding one, so it's important to stop occasionally to review your plan. Once you take a step back and reflect on your progress, you will likely feel a renewed sense of motivation that will spur you on to achieve your next point of action on your path towards your ultimate career goal.

### WHAT'S NEXT?



When it comes time to find your next step on your career pathway, the My Job Search Planner for [Australia](#) or [New Zealand](#) can help guide your job search.