

# Setting Career Goals Activity

## Introduction

Career development is a continuous journey that involves making intentional decisions about your work, life, and learning. It's about setting clear career goals, developing necessary skills, and being adaptable to change. This worksheet will help you create a personalized development plan that will support achieving your career aspirations.

## 1. Define Two SMART Career Goals

Take a moment to reflect on your long-term career aspirations. Choose **3 key goals** you wish to achieve over the next **5-10 years**. These goals should challenge you while remaining aligned with your personal and professional vision. Use the SMART criteria to define these goals:

- **Specific:** What exactly do you want to accomplish?
- **Measurable:** How will you measure your progress?
- **Achievable:** Is the goal realistic and attainable with effort and resources?
- **Relevant:** How does this goal align with your larger career and personal objectives?
- **Time-bound:** What is the target date to achieve this goal?

### Goal #1:

- **Specific:**
- **Measurable:**
- **Achievable:**
- **Relevant:**
- **Time-bound:**

### Goal #2:

- **Specific:**
- **Measurable:**
- **Achievable:**
- **Relevant:**
- **Time-bound:**

### Goal #3:

- **Specific:**
- **Measurable:**
- **Achievable:**
- **Relevant:**
- **Time-bound:**

## 2. Skills to Acquire

Identify the skills you need to develop or improve to reach the goals you've set. These might include **technical skills** (e.g., software proficiency, industry knowledge) or **soft skills** (e.g., leadership, communication). Make a list of the skills that will be essential to your growth and success.

### Skills for Goal #1:

- Skill #1:
- Skill #2:
- Skill #3:

### Skills for Goal #2:

- Skill #1:
- Skill #2:
- Skill #3:

### Skills for Goal #3:

- Skill #1:
- Skill #2:
- Skill #3:

## 3. Resources Needed

What resources or support will you need to develop these skills? Consider the following and list out what would help you succeed:

- **Courses or Certifications**
- **Books or Articles**
- **Mentors or Coaches**
- **Online Tools/Platforms**
- **Networking Opportunities**

### Resources:

## 4. Defining Success

Success is a deeply personal concept. Reflect on what success means to you, both in your **career** and in your **personal life**. Think about the milestones that will define your journey and the signs that you're moving in the right direction. Consider your **short-term** and **long-term** markers of success.

### Career Success:

- Short-term success indicators:
- Long-term success indicators:

### Personal Success:

- Short-term success indicators:
- Long-term success indicators: