

Name: \_\_\_\_\_

## JOB GOALS

Not having a job goal is like taking a trip with no destination or duration planned. Who knows where you will end up? Spend some time now setting your employment goals and plan your future instead of allowing someone else to plan it for you.



What job do you want to have 10 years from now?	***List the duties, responsibilities, and education level for that job:	List your <b>current</b> skills, experiences, and education:	List the experience, skills, and education that you will need to <b>gain</b> in order to qualify for that job:

\*\*\*If you are not sure about the details of the job, go to [www.wiscareers.wisc.edu](http://www.wiscareers.wisc.edu) and find a detailed description about it.

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Is your gain column long? Great! That means you have a lot to look forward to achieving in the next ten years. Now, use the items in your gain column to write your step-by-step plan for achieving your ten-year job goal. There may be some items that you will need to achieve before others. For example, if your ten-year job goal requires a Bachelors degree, and you need to finish your high school education, obviously you will need to earn your GED/HSED before moving on to your Bachelors.

Year One Through Five Action Steps		
Skill, Experience, or Achievement	Planned completion date:	Completed: ✓

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Review your one through five-year action steps. Are you on target for achieving your ten-year job goal? Great! Now, it is time to set a five-year job goal.

**Based on all that you will achieve in the first five years, what job do you want to have five years from now?**

Year Six Through Ten Action Steps		
Skill, Experience, or Achievement	Planned completion date:	Completed: ✓

**Congratulations! You now have step-by-step plan for reaching your job goals. Whew...it may seem like a lot of work, but think how great you will feel when you reach your goal.**

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## Tips for reaching your goals:

- ❖ Post your goals where you will see them daily.
- ❖ Keep a list of all the reasons you want to obtain your goal. Whenever you need a little motivation, read your list.
- ❖ Set weekly mini-goals. Small steps add up. Even if you do not have a lot of time, do something each week that will help you achieve your goal.
- ❖ Check your progress regularly.
- ❖ Keep a journal of all that you have accomplished.

