

Career Goal Setting Worksheet

Set clear, meaningful career goals and create an action plan to achieve them.

My Vision Statement

Where do you want to be professionally in 5 years? Write your vision in one or two sentences.

Short-Term Goal (Next 3 Months)

What is your goal?

Why is this goal important to you?

What specific actions will you take?

How will you know you've achieved it?

Medium-Term Goal (Next 6–12 Months)

What is your goal?

Why is this goal important to you?

What skills or qualifications do you need?

Who can help or support you?

Long-Term Goal (Next 2–5 Years)

What is your goal?

What milestones will lead you there?

What is the biggest obstacle you expect?

How will achieving this goal change your life?

Accountability Check-In

Review Date: _____ Progress so far:

What's working: _____

What needs to change: _____
