

Goal Setting Worksheet

My major job objective or career goal is: _____

The following long-term and short-term goals cover the next 1-10 years. Write at least three goals for each category.

Education/Training Goals	Action Steps
Short term goal I will:	
Long term goal I will:	
Longer term goal I will:	

Occupational Goals	Action Steps
Short term goal I will:	
Long term goal I will:	

Longer term goal I will:	
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Personal Health/Wellness Goals	Action Steps
Short term goal I will:	
Long term goal I will:	
Longer term goal I will:	

SMART goals

Select one of your career goals from the previous section and write it in the goal statement box below. Select a goal that you want to achieve the most. Then, fill in the rest of the worksheet for that goal.

Goal statement (ensure that your goals statement is written as a SMART goal.)

What do I need to do to reach this goal?

Where am I now?

Obstacles	Solutions