[](https://goo.gl/XWCMyz)**CAREER GOALS WORKSHEET**

|  |  |
| --- | --- |
| **PRIMARY CAREER INTEREST** |  |
| **LONG-TERM PROFESSIONAL GOALS** |  |
|  |  |
|  |  |
| **SHORT-TERM PROFESSIONAL GOALS** |  |
|  |  |
|  |  |
| **ACTIVITIES TO REACH GOALS** |  |
|  |  |
|  |  |
| **CURRENT TASKS THAT CONTRIBUTE TO LONG-TERM GOALS**  How can these tasks be emphasized and performed more frequently? |  |
|  |
|  |
| **CURRENT TASKS THAT DO NOT CONTRIBUTE TO LONG-TERM GOALS**  How can these tasks be minimized or eliminated / delegated? |  |
|  |
|  |
| **ADDITIONAL SKILLS / KNOWLEDGE / EXPERIENCE NEEDED TO ATTAIN GOALS** |  |
|  |
|  |
| **PROGRESS CHECKPOINTS & TASKS** |  |
| What activities will contribute to reaching goals, and how / when will they be completed and monitored? |  |
|  |
|  |
|  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |