# MNG03237 PORTFOLIO - CAREER GOALS WORKSHEET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SHORT-TERM1 YEAR** | **EARLY CAREER3-5 YEARS** | **MID-CAREER10+ YEARS** | **LATE CAREER20+ YEARS** |
| **DRAFT GOAL**In x years I’ll be a … |  |  |  |  |
| **SPECIFIC*** What is the central activity?
* Consider responsibilities, department, tasks, reporting structure etc.
 |  |  |  |  |
| **MEASURABLE*** Quantify the role and activity
* Consider job title, pay, hours, other benefits, team size etc.
 |  |  |  |  |
| **ACHIEVABLE**Will you need specific:* Training, certification or skills; resources or memberships; mentors or networks etc.
 |  |  |  |  |
| **RELEVANT*** Consider alignment with your values/strengths/personality/life stage?
 |  |  |  |  |
| **TIME-BOUND*** What is the deadline?
* Demonstrates that this deadline is realistic.
 |  |  |  |  |
| **FINAL GOAL**Edit each of your SMART elements into a comprehensive, coherent goal statement. |  |  |  |  |