# MNG03237 PORTFOLIO - CAREER GOALS WORKSHEET

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|  | **SHORT-TERM 1 YEAR** | **EARLY CAREER 3-5 YEARS** | **MID-CAREER 10+ YEARS** | **LATE CAREER 20+ 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. |  |  |  |  |