**[](https://www.smartsheet.com/try-it?trp=9237&utm_source=template-word&utm_medium=content&utm_campaign=Career+Goal+Setting-word-9237&lpa=Career+Goal+Setting+word+9237)Career Goal Setting Template**

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| --- | --- |
| Primary Career Interest |  |
| Long-Term Professional Goals |  |
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|  |
| Short-Term Professional Goals |  |
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|  |
| Activities to Reach Goals |  |
|  |
|  |
| Current Tasks that Contribute to Long-Term GoalsHow can these tasks be emphasized  and performed more frequently? |  |
|  |
|  |
| Current Tasks that Do Not Contribute to Long-Term GoalsHow can these tasks be minimized or eliminated/delegated? |  |
|  |
|  |
| Additional Skills/Knowledge/Experience Needed to Attain Goals |  |
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|  |
| Progress Checkpoints and Tasks What activities will contribute to reaching goals, and how / when will they be completed and monitored? |  |
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