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