

Career Goal Setting Template

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 and Tasks What activities will contribute to reaching goals, and how / when will they be completed and monitored?	

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