



Career Planner

Where you want
to go

Goal Setting

Long-Term vs Short-Term

Achievable Career Goals

Your **second step** in helping you to achieve your career goals. All the tools and resources you'll need to discover your strengths and which professional path **YOU** should take.



**Frontline
Recruitment**

Where do you want to go

Congratulations! By now you've looked at the bigger picture of what makes you tick with our 'All About You' toolkit, and how that aligns with your career purpose.

It's now time to ground that thinking into reality by setting career goals. After all, you'll never find your destination without a map to help guide your path!



Step 1: Career brainstorm

You've got a thorough understanding of what makes YOU tick, and an idea of the direction to which your skills are best suited...Now let's take a few minutes to narrow down your career goals.

Make a list of every job or career you think you'd like and which aligns with your strengths and expertise. Don't worry if they seem out of reach, we'll get to the practicalities later!

Give each a score between 1 (low) to 10 (high) for how much each career idea excites you. Eliminate any ideas which you scored lower than 7.

JOB	SCORE	JOB	SCORE

Career progression - whether it be climbing the ladder, or shifting to a new organisation - change requires action and motivation.

Now give each career goal a separate score between 1 and 10 for how feasible you think each is.

Add the two scores together to give a score out of 20. Write down the 3 career goals which have the highest scores. These are the ones you might want to start investigating first, as your long-term goals.

Step 2: What are good goals?

It's also helpful to break your goals into long and short term categories. Ideally, your long-term goals are 'chunked down' into short-term goals.

Here are a few examples to get you thinking:

Different types of career goals you might choose from?

Tick them off as you go

Goals For Changing a Job

- Attend five networking events and make new contacts
- Achieve a promotion to ___ position
- Get a raise
- Plan and take a vacation this year
- Agree to take on new responsibilities
- Develop meaningful relationships with your coworkers and clients
- Ask for feedback on a twice yearly basis
- Learn how to say, "No," when you are asked to take on too much
- Delegate tasks that you no longer need to be responsible for
- Plan how to be in a leadership role in ___ number of years

Goals for Getting a Promotion

- Reduce business expenses by a certain percentage
- Stop micromanaging your team members
- Become a mentor
- Brainstorm ways that you could improve your productivity and efficiency at work
- Seek a new training opportunity to address a weakness
- Find a way to organise your workspace
- Seek feedback from a boss or trusted coworker every week/month/quarter
- Become a better communicator
- Find new ways to be a team player
- Learn how to reduce work hours without compromising

Goals For Switching Career Paths

- Pick up a new skill
- Find a mentor
- Become a volunteer in a field that interests you
- Commit to getting training or going back to school
- Read the most recent books related to your field
- Decide whether you are happy with your work/life balance and make changes if necessary
- Plan what steps you need to take to change careers
- Compile a list of people who could be character references or submit recommendations
- Commit to making ___ number of contacts in the field this year
- Create a financial plan

Summary: This is me

Have a think about your own goals, and what you'd like to achieve. Use the worksheet below to start planning how you'll start ticking your goals off your list:

	GOAL 1	GOAL 2	GOAL 3
My goal is			
Completion date			
3 steps to achieving my goal			
Possible obstacles for this goal			
Who/what will help me reach my goal			

Check out our next guide, 'How Are You Going To Get There' to map out your training plan and get the lowdown on the latest upskilling and training resources available.