ALVAREZ College of Business
The University of Texas at San Antonio

CAREER COMPASS

CAREER DEVELOPMENT GOAL SETTING

Take control of your career development by setting realistic and attainable goals. This worksheet focuses on goal-setting, planning your next steps and identifying opportunities.

STEP ONE: WHO AM I?

What experiences, knowledge, skills and strengths do you have?

STEP TWO: STRATEGIZE YOUR GOALS

Look at your resume, are there patterns that suggest a natural next step? Where do you want to be in 10 years? Consider your ideal company, job title, salary and industry. Which industries do you have experience in, and which appeal to you most?

Immediate 1-year goals:

Short-term 5-year goals:

Long-term 10-year goals:

STEP THREE: TAKE ACTION

The final step is to take action. Think about the steps you can take to help you achieve the goals you identified in the previous step. Every small action brings you closer to your career objectives, so plan deliberately and start moving forward.

Immediate 1-year actions:

Short-term 5-year actions:

Long-term 10-year actions:

STEP FOUR: TAKE ADVANTAGE OF OPPORTUNITIES

Your professional life is likely full of opportunities and people who can help you reach your goals. Take a moment to explore what's around you. What tools or resources are available? Who in your network can offer guidance or support? Could you shadow someone at a company or find a mentor? Are there opportunities at work or school that can help you grow or even advance in your current role?

STEP FIVE: EVALUATION

You've developed a strategy to help you achieve your career goals. It's important to regularly evaluate your progress to stay on track. **Setting aside time at the end of each month can help keep your goals realistic and achievable.**

Ask yourself:

- Are my goals still meaningful?
- What progress have I made?
- Do I need smaller steps or new goals?
- What challenges or lessons should I adjust for?

I plan to evaluate my strategy on:

Date

STEP SIX: ADJUST AS NEEDED

Things don't always go exactly as planned and sometimes you'll reach a goal sooner than expected. After you evaluate your progress be flexible and make adjustments as needed. Have new opportunities or resources become available? Try to anticipate possible changes you may need to make along the way.