

Goal Setting Worksheet

This document will help you identify the changes you would like to make in your profession or career and identify how you would like to make those changes in a way that is realistic or attainable for you.

Think about a single professional goal. Focus on what you want to experience or how you want to grow or contribute.

Feel free to write as much as you need.

Goal

What do you want to do? Why is this goal important to you?

Reality

Where are you now regarding achieving this goal? What are some of the barriers you perceive preventing you from achieving this goal?

Options

What could you do to achieve this goal? What are the resources available to you? What changes can you make to your own behavior to overcome barriers?

Will

What are you willing to do to achieve this goal? What are you *not* willing to do or change to achieve this goal? How can you start making changes or tapping into available resources to achieve your goal?

Final Goal Statement

Do the answers to the **Reality**, **Options**, and **Will** questions affect your original goal statement? If needed, finalize your goal statement to include these considerations.

Goal Categorization

Select one or more categories in which you see your final goal:

- | | |
|---|---|
| <input type="checkbox"/> Leading the organization: <ul style="list-style-type: none">o managing changeo solving problems and making decisionso managing politics and influencing otherso taking risks and innovatingo setting vision and strategyo managing the worko enhancing business skills and knowledgeo understanding and navigating the organization | <input type="checkbox"/> Leading others: <ul style="list-style-type: none">o communicating effectivelyo developing otherso valuing diversity and differenceo building and maintaining relationshipso managing effective teams and work groupso reporting on difficult issues to stakeholders |
| <input type="checkbox"/> Leading the self: <ul style="list-style-type: none">o demonstrating ethics and integrityo displaying drive and purposeo exhibiting leadership statureo increasing your capacity to learno managing yourselfo increasing self-awarenesso developing adaptabilityo demonstrating perceptiveness to ensure due diligence | |

Adapted from SHRM Leadership Competencies
(<https://www.shrm.org/resourcesandtools/hr-topics/behavioral-competencies/leadership-and-navigation/pages/leadershipcompetencies.aspx>)