

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:

- Leading the organization:
 - managing change
 - solving problems and making decisions
 - managing politics and influencing others
 - taking risks and innovating
 - setting vision and strategy
 - managing the work
 - enhancing business skills and knowledge
 - understanding and navigating the organization
- Leading the self:
 - demonstrating ethics and integrity
 - displaying drive and purpose
 - exhibiting leadership stature
 - increasing your capacity to learn
 - managing yourself
 - increasing self-awareness
 - developing adaptability
 - demonstrating perceptiveness to ensure due diligence
- Leading others:
 - communicating effectively
 - developing others
 - valuing diversity and difference
 - building and maintaining relationships
 - managing effective teams and work groups
 - reporting on difficult issues to stakeholders

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