

Goal Setting Worksheet

A. CONSIDER MAJOR CAREER FUNCTIONS

B. PREFERRED WORK FUNCTIONS IN A JOB

C. SALARY NEEDS (consider housing, lifestyle, geography, loans, transportation, goals, etc.)

D. JOB TITLE BEING CONSIDERED

E. GEOGRAPHY (city, rural, state, mobility, near home, climate, etc.)

F. WORK ENVIRONMENT (size of organization, co-workers, physical facilities, culture, etc.)

G. SPECIAL NEEDS (training, management

development, upward mobility, flexibility

to move within a company, entrepreneurial

opportunity, etc.)

H. INDUSTRY (manufacturing, government,

communications, high tech, etc., or products,

services, ideas or issues with which you want

to work)

BEGINNING CAREER/ JOB GOAL STATEMENT

SAMPLE: Desire to be involved in high technology problem solving and designing new systems in the communications industry. Want to use computer science training specifically in circuitry design on communication systems for cities. A year-round, warm climate is mandatory. Have average to above average salary needs with several loans (car, college) to pay. Will need \$30,000 annual salary. Want to be a part of a small, growing business with opportunity for future management and policy setting