

Professional Goal-Setting Worksheet

Using a completed Professional Balance Wheel, prioritize the areas in order of importance to you. Then identify concretely what you'd like to achieve within each area. If you need help, ask yourself the following question:

What will be different when I'm significantly more satisfied with this area and what will be the result/benefit?

Then, prioritize the results or goals within each area. Lastly, review all the areas & desired results. Select up to 5 (total) that provide the most benefit.

Next Level Steps: Use the Professional Goals Commitment form to note the goal, the result/impact, and the skills/experience/resources you will use to achieve the goals.

Growth & Development

Priority # _____
Concrete Results:

Productivity

Priority # _____
Concrete Results:

Team/Support

Priority # _____
Concrete Results:

Inspiring/Persuading

Priority # _____
Concrete Results:

Clients/People I Serve

Priority # _____
Concrete Results:

Strategy/Planning

Priority # _____
Concrete Results:

Tools/Resources

Priority # _____
Concrete Results:

Technical Skills

Priority # _____
Concrete Results:

Other

Priority # _____
Concrete Results:

