

MY CAREER GOAL FORM

Name _____ Age _____

Address _____

Telephone # _____ Classification _____

1. What are your short term goals? (Within a year or less)

2. What are your long term career goals within the next 5 years?

Action Steps: _____

3. What is your long term career goal within the next 10 years?

Actions Steps: _____

4. What are the most important rewards you expect in your career?

Fill in briefly below your goals for the next two years.

In column 1, number the goals that are most important to you. (1 is the most important)
 In the other columns, state in sentence form what your goals are for each one.

Goal	Priority (1-13)	Six Months	One Year	Two Years
Personal				
Family				
Relationships				
Financial				
Work				
Location/City				
Life Style				
Personal Time				
Household				
Duties				
Extracurricular				
Activities				
Community				
Involvement				
Spiritual Life				

Estimate the total time you think you spend per week on each activity listed below. Then add the hours together. If your number is over 168 (the number of hours in a week), rethink your original estimates and recalculate the total so that it equals or is less than 168.

ACTIVITY	ESTIMATED TIME SPENT IN HOURS
Class	
Work	
Studying	
Sleeping	
Getting ready In the morning	
Eating	
Family time/child care	
Commuting/traveling	
Chores and Personal	
Business	
Friends and important	
Relationships	
Telephone Time	
Leisure / entertainment	
Spiritual Life	

Total

Example: 2 hours per class to study (i.e.) if you're taking 5 classes, it will be 10 hours of studying per week.

Example: 8 hours of sleep per day is assumed (i.e.) 8 hours for the whole week is 56 hours, so you only have 112 hours each week to manage all of your personal and school activities.

When your estimate is at or below 168, subtracts that number (the total number of hours you estimate you spend on these activities) from 168. Whatever is left over is your estimate of hours that you spend in unscheduled activities. Below on the left is an example of assumed estimated sleep hours leaving you only 112 hours left for your other activities. Calculate on the below right all of your estimated hours including sleep hours from the above chart.

(Example)	168	(Calculate) 168
	-56 of sleep hour minus	-
Total _____		minus total _____
Unscheduled time _____ 112 _____		Unscheduled time _____

Name your top 3 career choices, geographic locations where you would like to live, strongest skills, and areas of development.

Careers

1. _____

2. _____

3. _____

Strongest Skills

(Choose from list below)

1. _____

2. _____

3. _____

Locations

(Cities/Countries)

1. _____

2. _____

3. _____

Areas of Development

(Choose from list below)

1. _____

2. _____

3. _____

Examples Of Skills And Qualities (You can also state other skills and qualities not listed)

Ability to work alone

Ability to work in teams

Adaptable

Ambitious

Analytical

Assertive

Bilingual

Communication Skills

Computer Literate

Consistent

Consulting Skills

Creative

Critical Thinker

Dependable

Detailed Oriented

Directing Skills

Energetic

Enterprising

Enthusiastic

Honest

Hospitable

Imaginative

Inventive

Leadership Skills

Loyal

Managing Skills

Mentioning Skills

Organization Skills

Negotiating Skills

Planning Skills

Public Speaking

Quick Learner

Sales

Serving Skills

Sincere

Teaching Skills

Writing Skills

Circle your best answer for each section. (Remember, you might fall into more than one Category)

I like working with objects more than ideas.	YES	NO
I can perform activities that require physical coordination.	YES	NO
I am interested in nature or adventure activities.	YES	NO
I am interested in military activities	YES	NO
I can usually mend or repair things	YES	NO
I am agreeable, honest, and quiet.	YES	NO
I am realistic, money minded, and persevering.	YES	NO
I usually think through a problem before acting on it.	YES	NO
I like to find my own solution to problems.	YES	NO
I try to create ways of doing a job.	YES	NO
I can solve complex problems.	YES	NO
I am interested in research.	YES	NO
I am logical, careful, and investigative.	YES	NO
I am self sufficient, experimental, and exact.	YES	NO
I like to create things that are different.	YES	NO
I prefer to express myself in writing or through art rather than through speaking	YES	NO
I like privacy when I am creating.	YES	NO
I can design clothes, furniture, ceramics, or posters.	YES	NO
I have ability in music, drama, and dance.	YES	NO
I am demonstrative, impressionable, and spontaneous.	YES	NO
I am imaginative, visionary, and nonconforming.	YES	NO
I feel good about expressing myself verbally.	YES	NO
I like being asked to take a leadership role.	YES	NO
I can easily make new friends.	YES	NO
I am interested in religious activities.	YES	NO
I can lead a charity or benefit drive.	YES	NO
I am generous, hospitable, and unreserved.	YES	NO
I am tactful, sociable, and understanding.	YES	NO
I enjoy talking more than listening when in a group of people.	YES	NO
I often find myself trying to change someone's point of view.	YES	NO
I can sell things.	YES	NO
I can operate my own business.	YES	NO
I am always ready to try something that hasn't been done.	YES	NO
I am a go getter,	YES	NO

Choose the best answer that applies to you.

1. I like _____
a. traveling b. working nights c. working weekends d. working days
2. I want to work in a _____
a. large firm b. small firm c. older establishment d. entrepreneurial situation
3. I prefer to work _____
a. alone b. small groups c. with a lot of people
4. I'd rather be a _____
a. leader b. follower c. team player
5. I like being _____
a. confined b. mobile c. adventurous
6. I like _____
a. being at home b. going out c. both a and b
7. I prefer to _____
a. listen b. give advice c. talk
8. I am more a _____ learner.
a. factual b. visual c. verbal
9. A high priority in life is to _____
a. keep my commitments b. experience as much of life as possible
c. Make a difference in the lives of others d. understand how things work
10. Often people think of me as _____
a. dependable and loyal b. dynamic and creative
c. caring and honest d. intelligent and inventive
11. I enjoy _____
a. coordinating b. negotiating c. operating d. directing
12. I like _____
a. serving b. handling c. comparing
13. I can _____
a. coach b. persuade c. consult
14. I can _____
a. instruct b. supervise c. mentor
15. I prefer working with my _____
a. hands b. mind c. feet
16. I am better under _____
a. stressful deadlines b. laid back environment