**Early career thinking**Use this worksheet to help plan what you would like from your career, consider the important factors that will help you in your search.

**Which job roles best suit my skill set?**

**What organisation culture and values are important to me?**

**What are my strengths and weaknesses?**

**What skills and qualities do I have?**

**What job roles exist in the area of interest?**

**What salary and benefits would I like?**

**What do I want from my employer?**

**What sectors or industries am I interested in?**

**Goal Setting Worksheet**

|  |  |
| --- | --- |
| What is your goal? | |
|  | |
| **SPECIFIC**  **What exactly do you want to achieve? Ensure your goal is clear and specific** |  |
| **MEASUREABLE**  **How will you know when you have reached your goal?** |  |
| **ACHIEVABLE**  **Is your goal realistic and achievable?** |  |
| **RELEVANT**  **Is your goal relevant now? How motivated are you to achieve your goal?** |  |
| **TIME BOUND**  **When is the deadline to achieve your goal? Is the deadline realistic?** |  |

**Action plan**

|  |  |  |
| --- | --- | --- |
| **Career of interest:** | | |
| **My overall goal is:** | | |
| **To be achieved by:** | | |
| **Tasks/actions required** | **Resources/people who can help** | **Timescale** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4. … and so on** |  |  |
| **Any obstacles to achieving your goal? YES/NO**  *If yes, how do you intend to overcome them* | | |
| **What will success look like?**  *e.g. how will you know your plan has worked?* | | |
| **Reflection: how did it go and is there anything you would do differently next time?** | | |