**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**

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| 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**

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| **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?** |