

GOAL SETTING FORM

Name _____ **Age** _____
(Optional)

Address _____ **Major** _____

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				
Friends/ Relationships				
Education				
Financial				
Work				
Location/City				
Lifestyle				
Personal Time				
Household Duties				
Extracurricular Activities				
Community Involvement				
Spiritual Life				

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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, subtract 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
Minus total	- 56 of sleep hour
Unscheduled time	<u>112</u>

(Calculate)

	168
	-
Minus total	_____
Unscheduled time	_____

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

Careers

Locations
(Cities/Countries)

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

Strongest Skills
(Choose from list below)

Areas of Development
(Choose from list below)

1. _____
2. _____
3. _____

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
BI-lingual
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)

- Yes No 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.

(Sample Careers)

Air Traffic Controller, Painter, Plumber, Police Officer, Machinist, Nursery Worker, Jeweler, Fire Fighter, or Dressmaker.

- 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.

(Sample Careers)

Airplane Pilot, Biologist, Chemist, Computer Operator, Dentist, Engineer, Physician, Data Programmer, X-Ray Technician, or Research Analyst.

- 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 non-conforming.

(Sample Careers)

Actor/Actress, Advertising Executive, Architect, Apparel Designer, Interpreter, Journalist/Reporter, Photographer, Writer, or Public Relations.

- 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.

(Sample Careers)

Hair Stylist, Counselor, Athletic Coach, Interviewer, Nurse, Minister, Politician, Social Worker, or teacher.

- 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, commanding, and enthusiastic.
- Yes No I am popular, self confident, and active.

(Sample Careers)

Attorney, Banker, Business Manager, Contractor, Radio/TV Announcer, Real Estate Agent, Salesperson, or warehouse manager.

- Yes No I like to know exactly what is expected of me in a new situation.
- Yes No I would like to be a part of a large well-established organization.
- Yes No I would rather be given directions than to figure them out myself.
- Yes No I can usually keep my cool in stressful situations.
- Yes No I like a routine work setting.
- Yes No I am responsible, organized, and productive.
- Yes No I am obedient, reliable, and calm.

(Sample Careers)

Business Teacher, File Clerk, Key Punch Operator, Receptionist, or secretary.

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
- keep my commitments
 - experience as much of life as possible
 - Make a difference in the lives of others
 - understand how things work
- _____ 10. Often people think of me as
- dependable and loyal
 - dynamic and creative
 - caring and honest
 - intelligent and inventive
- _____ 11. I enjoy
- coordinating
 - negotiating
 - operating
 - directing
- _____ 12. I like
- serving
 - handling
 - comparing
- _____ 13. I can
- coach
 - persuade
 - consult
- _____ 14. I can
- instruct
 - supervise
 - mentor
- _____ 15. I prefer working with my
- hands
 - mind
 - feet
- _____ 16. I am better under
- stressful deadlines
 - laid back environment

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GOAL SETTING FORM

Purpose: To help students understand the importance of setting goals as a part of their personal and professional development. It will help them prioritize their time, discover their strengths and weaknesses, and evaluate their personality type.

