



Rinker & Associates

REAL WORLD CAREER STRATEGIES

Concept from "What Next?",
Barbara Moses, PhD.

Today is your day!
Everyone is capable of
living their dream. All it
takes is **courage**,
determination, and
inspiration!

Considerations for Setting Goals

- **Goal or vision?**
Most people need to set goals in order to turn their dream into reality. Some people, however, find the idea of a "goal" somehow diminishing when they think about their life's purpose. If the word "goal" does not work for you, replace it with the word "vision".
- **Big or small?**
Remember, your goal does not need to be monumental. You can significantly enrich your life by identifying one small change; and acting on it. Small changes can have a huge impact on life satisfaction.
- **Work or personal?**
Your goal does not need to be related to your work life. For example, it might involve volunteering or taking a night course or learning to garden.
- **Do you have a backup goal?**
Do not put all your eggs in one basket. There is usually more than one way to achieve a career aspiration. Identify and pursue these other paths, in case your initial plan does not work out.

Focusing your goals

State, as precisely as you can, your goal or goals.

Goal(s): To

By When?

I will know I have reached this goal if/when I (can/have, etc.)

Check your goals against the following:

Type of goals Specific?	Achievement For example, if they are learning goals, do they describe what you will learn? If they involve a move, do they describe your desired role?
Measurable?	Framed in terms that will permit you to evaluate whether you have achieved them.
Time-framed?	Do they include target dates?
Realistic and achievable?	Are they in tune with your skills, background, and abilities? Do your skills and qualifications compare favorably with others who are successful in this type of work? Are you likely to get what you want?
Personally meaningful?	Will you feel happy, satisfied, or proud when you achieve your goal? Will you have a sense of completeness?

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Self Assessment—What are your goals and trade-offs?

What are the trade-offs I need to make?

Can I live with these trade-offs?

I am making these trade-offs because: (This is one of the most important statements you will ever write.)

Action Planning—List the steps you will take and timelines. Be specific.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



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Portfolio—I identifying skills for goal achievement

Do you currently have all the skills necessary to achieve your goals? **Review your skills workout on next page.** Complete the summary below.

Skills that are important to achieving my goal(s):

Skills I need to acquire or improve to achieve my goal(s):

Education and training I will need to get these skills:
