

## Developing goals and planning my career

What are your professional and personal goals for the coming year and for the next three years? Reflect on what actions to take and when to implement these.

	Goal	Concrete steps in achieving the goal	Who will help in reaching this goal?	Necessary resources (time & qualifications)	What evidence will indicate completion?
In 1 year					
In 1 year					
In 3 year					
In 5 years					

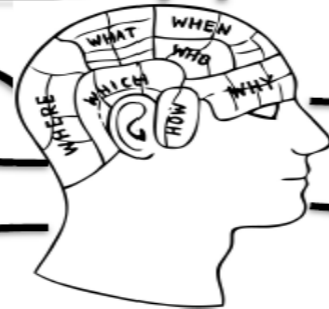
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Short Term Goal :	
Action Required	By when?
1 e.g. find out about short prep courses in Japanese	
2	
3	
4	
5	
Medium Term Goal:	
Action Required	By when?
1	
2	
3	
4	
5	
Long Term Goal:	
Action Required	By when?
1	
2	
3	
4	
5	

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**7. When am I going to achieve my goal? (Timing and programming)**

Goal/milestone/task	How long? (time)	When? (date)

**1a. Where have you come from? (Update CV) My stories:**

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**1b. Where are you now? (Situation)**

Strengths:	Weaknesses:
Opportunities:	Threats:

**1c. Where are you going? (Vision) Where do you picture yourself in 1, 5 or 10 years?**

**2. What is your goal? (Mission) How would you define success?**

**3. Why are you passionate about this? (Values)**

What are your priorities? How do you use your money and time?	Values/principles/character:
	1.
	2.
	3.
	4.
	5.
	6.

**4. Which option should I choose? (Options and risk)**

Option	1.	2.	3.
Pros			
Cons			

**5. Who can help you? (Network and team)**

Name	Role/position

**6. How will I achieve my goal? (Goals, planning and resources)**

Goal/milestone	Activity/task	Next steps