

# **STRATEGIC CAREER PLANNING WORKBOOK**

Presented by



## **EXERCISE 1: Start with the end in mind**

Step into the future, you're at your retirement party.

What role are you retiring from?

What were your key accomplishments?

What are people saying?



## **EXERCISE 2: Your 3-year vision**

Choose 3 career accounts to focus on. You can choose from the list below or create one of your own that is meaningful to you.

- Technical
- Managerial
- Personal
- Financial

**ACCOUNT NAME**

**WHY IS IT IMPORTANT TO YOU?**

**WHAT IS THE CURRENT REALITY FOR THIS ACCOUNT?**

**WHAT IS YOUR ENVISIONED FUTURE FOR THIS ACCOUNT?**

**WHAT SPECIFIC COMMITMENTS DO YOU WANT TO MAKE FOR THIS ACCOUNT?**

**ACCOUNT NAME**

**WHY IS IT IMPORTANT TO YOU?**

**WHAT IS THE CURRENT REALITY FOR THIS ACCOUNT?**

**WHAT IS YOUR ENVISIONED FUTURE FOR THIS ACCOUNT?**

**WHAT SPECIFIC COMMITMENTS DO YOU WANT TO MAKE FOR THIS ACCOUNT?**

**ACCOUNT NAME**

**WHY IS IT IMPORTANT TO YOU?**

**WHAT IS THE CURRENT REALITY FOR THIS ACCOUNT?**

**WHAT IS YOUR ENVISIONED FUTURE FOR THIS ACCOUNT?**

**WHAT SPECIFIC COMMITMENTS DO YOU WANT TO MAKE FOR THIS ACCOUNT?**

**EXERCISE 3: Set your initiatives for the year ahead**

<b>INITIATIVE 1</b>
<b>INITIATIVE 2</b>

**EXERCISE 4: Set annual goals for your initiatives**

**Good goals are SMART goals:**

- Specific
- Measurable
- Action-oriented
- Realistic / Relevant
- Time-keyed

**TIPS FOR GOAL ACHIEVEMENT**

- Choose only 2-3 goals to FOCUS on at a time
- Every week set 3 objectives to advance your goals that are high-leverage and the best use of your time
- Every day set 3 tasks to complete your weekly objectives that are also high-leverage and the best use of your time

### GOALS FOR INITIATIVE 1

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

## GOALS FOR INITIATIVE 1

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			



## GOALS FOR INITIATIVE 2

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

## GOALS FOR INITIATIVE 2

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			

<b>GOAL</b>			
<b>ACCOUNT</b>	<input type="checkbox"/> Technical	<input type="checkbox"/> Personal	<input type="checkbox"/> _____
	<input type="checkbox"/> Managerial	<input type="checkbox"/> Financial	<input type="checkbox"/> _____
<b>WHY IS THIS IMPORTANT?</b>			
<b>HOW WILL YOU GET STARTED?</b>			