

Breaking Down Goals for Working Learners and Supervisors

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RESOURCE	Guide/Template

Setting Career Goals

Throughout your time in college, you will have a lot of opportunities to explore your interests, gain new skills, and learn through various experiences. During this time, it is valuable to set goals in order to achieve what you want out of your education and how that education can be applied toward your career goals.

There are various strategies you can use to approach setting your career goal. This worksheet will walk you through some of the most impactful ways to set *and achieve* your career goals.

Write down your career goal(s)

Did you know people who write down their goals are 42% more likely to achieve them? Consider writing your goals down and keeping them in a place you can see often. And remember, your goals don't have to be set in stone! Even though it's written down, you can adjust, redefine, reconsider, and evaluate your needs and goals as often as necessary.

Use these guiding questions to help you solidify your goals by writing them down, planning them out, and clarifying what exactly you want.

<p><i>What would you like to accomplish professionally?</i></p> <p>This can be as large an idea as you want. Don't worry if it is vague or seems extreme!</p>	
<p><i>Why would you like to accomplish this?</i></p> <p>Consider why this matters to you and what it truly means to you.</p>	

p1 of 4



<p>What motivates you towards this goal?</p> <p>Knowing your intrinsic and extrinsic motivations are so important when working towards your career goals.</p>	
<p>How can the accomplishment above be broken down into 3 smaller steps or goals?</p> <p>Breaking down your larger, bigger-picture, or longer-term goals into smaller, intentional, and achievable steps can help you manage them.</p>	<ol style="list-style-type: none"> 1. 2. 3.
<p>Which of those 3 smaller steps or goals would you like to focus on first?</p> <p>Prioritization of your steps and actions into smaller goals will help you in managing the completion of your larger goals.</p>	
<p>Why are you setting this goal?</p> <p>Consider how this goal will help you achieve your bigger professional goal and why it matters to you and your long-term career progress.</p>	

<p>What will you DO to accomplish this goal?</p> <p>Think of the baby steps and specific actions you will do that will contribute to this goal.</p>	
<p>What do you need in order to accomplish this goal?</p> <p>Consider resources, connections, people, time, specific skills, etc.</p>	
<p>What will be your evidence of progress on this goal?</p> <p>Ensuring you have tangible achievements connected to your goals ensures they are measurable for you to know when the goal has been met.</p>	
<p>How will you know you have succeeded in accomplishing this goal?</p> <p>Consider how you will know you have met your goal and what that end result will be.</p>	
<p>When will this goal be accomplished?</p> <p>It is important to consider your timeline and setting "due dates" for yourself.</p>	

<p><i>How can your student job help you in achieving this goal?</i></p> <p>Whether it's skill-development, supervisor support, networking, or any of the other countless benefits to being a student employee, your student position can help you in your post-graduation career goals!</p>	
<p><i>What good habits can you utilize to support you in accomplishing your goal?</i></p> <p>When thinking of your career as a key component of your life, think of how you can stack habits to help in reaching your longer-term goals.</p>	
<p><i>How can your supervisor support you in this goal?</i></p> <p>Accountability and support is key to accomplishing career goals. Lean on your built in support network as a student employee!</p>	
<p><i>What is your first step towards accomplishing this goal?</i></p> <p>Now that you have thought through the details of your goal and what you need to do, what you need, and why it all matters to you, what will be your first step?</p>	

Now that you worked through your first smaller, more manageable goal, utilize this worksheet to work through goal #2 and #3 and ultimately, your large professional accomplishment/career goal you defined for yourself above.

Additional Resources:

[5 Reasons Why You Should Commit Your Goals to Writing](#)

[Setting Goals](#)

[SMART Goals](#)

[Goal Setting: A Scientific Guide to Setting and Achieving Goals](#)