

# SHORT-TERM CAREER GOALS EXAMPLES

- Get approval to enroll in a training program
- Stop/leave work by X every day
- Develop a personal branding strategy
- Ask X to mentor you
- Volunteer for a cross-functional project
- Improve relationship with X
- Practice each of the main leadership styles
- Revise and update my resume
- Achieve a specific sales target
- Attend a minimum of X networking events
- Create or update your career plan
- Learn how to use a new technology
- Create or update your portfolio
- Get your email inbox under control
- Create a development plan
- Obtain a new certification
- Present your case for a raise/promotion
- Shadow a leader or colleague
- Take a leadership assessment
- Start time-boxing
- Obtain a new certification
- Read a leadership book
- Practice public speaking
- Complete an online course/workshop
- Conduct a personal SWOT analysis
- Gain proficiency in a foreign language
- Conduct a skills gap analysis
- Practice saying “no”
- Have a career conversation with your boss
- Go on a sales call or client meeting solo
- Eat one “frog” per week
- Ask your boss for more responsibility
- Dedicate X minutes every X to personal development
- Set up meetings with the top leaders in your organization
- Celebrate wins as a team during weekly team meetings
- Research industry trends
- Organize your physical and digital workspace
- Identify your preferred language of appreciation at work
- Interview people who work in your desired field/role
- Practice asking teammates for help when overwhelmed
- Run better staff meetings
- Put together a strategic plan
- Resolve a long-standing conflict with a colleague
- Identify your communication style
- Identify your conflict style
- Use the Eisenhower Matrix to assess responsibilities
- Schedule a vacation day and ensure you take it off
- Take your breaks
- Add X new LinkedIn connections to your network
- Increase social media follower count by X
- Respond to every email within 24 hours
- Start a personal passion project
- Publish a blog post or article on a professional website
- Automate your daily/weekly/monthly report
- Have lunch with a colleague from another department
- Identify your top 10 areas of improvement
- Set better boundaries with X
- Meet with your career role model