

DESCRIBE YOUR CAREER GOALS - WORKSHEET (SAMPLE)

Use this worksheet to track the career goals that are emerging from your research. You can clarify your short-, mid- and long-range goals and describe the types of work, educational programs and volunteer roles you want to pursue. Your finished worksheet will be a snapshot of your career plan.

Use the following questions to help you complete the worksheet:

- Which career options (work, education or volunteer) are viable for you to pursue right now, considering your current life situation, education and experience?
- These are your short-range goals.
- Which career options (work, education or volunteer) will you only be ready to pursue at some point in the future? These are your mid- and long-range goals.

Timeline	Work	Education	Volunteer
SHORT-RANGE I'm ready to begin these types of work, education and volunteer opportunities now.	<ul style="list-style-type: none"> • Marketing or promotional assistant (preferably in a nonprofit organization or educational institution) 	<ul style="list-style-type: none"> • Marketing course (UVic Continuing Education or Camosun?) 	<ul style="list-style-type: none"> • Event coordination – will look into upcoming events happening at UVic to see if they need volunteers
MID- AND LONG-RANGE I'm thinking of pursuing these types of work, education and volunteer opportunities in the future.	<ul style="list-style-type: none"> • Marketing Coordinator? • Marketing consultant? • Fundraiser? 	<ul style="list-style-type: none"> • MBA or MPA 	<ul style="list-style-type: none"> • Online marketing – volunteer to build a website for a local nonprofit organization