



Goal and Action Setting: Professional Development

What priorities, needs and expectations must you fulfill? How will you achieve them? And what resources will help you get to where you want to go?

First determine how you are currently supporting your institution’s broader goals and strategy, and where you want to be in the future.

What is your:

Institution’s:

- Mission Statement _____
- Vision _____
- Goals _____

Team’s:

- Mission Statement _____
- Vision _____
- Goals _____

Individual Goal Setting: Take Stock

What is your personal mission statement, and what is it going to take to achieve your goals and the desired outcome? This personal mission statement defines who you are, your purpose, how you will achieve your purpose, and why it is so important to you. By drafting your statement, it will help you stay focused on achieving short- and long-term goals.

Sample Mission Statements [from [Fast Company](#)]

- **Denise Morrison, CEO of Campbell Soup Company:** “To serve as a leader, live a balanced life, and apply ethical principles to make a significant difference.”
- **Sir Richard Branson, founder of the Virgin Group:** “To have fun in [my] journey through life and learn from [my] mistakes.”

Your:

- Mission Statement _____

As well as your:

- Vision _____
- Goals _____



Once you've identified your mission statement, vision and goals, consider where you are in your career, what short- and long-term goals you want to set for yourself, and what you would like to achieve ultimately. To discover the answers, ask yourself the following questions:

Key Questions: Ask Yourself

Short-Term Goals

- Where do I see myself in the next 1-3 years?
- How would I describe myself as a major contributor to the institution (ex. [elevator pitch](#))?
- What would I describe as my biggest strength(s)?
- What one strength would I like to focus on to meet my goals for the next 1-3 years?
- Which skill and leadership behavior I want to develop would have the biggest impact in my current role? Next role?
- If I could choose one task or project I'd like to do more frequently in my future roles, what would it be?
- If I could choose one task or project I'd like to do less frequently in my future roles, what would it be?
- What does success look like for me?

Long-Term Goals

- Where do I see myself in the next 10 years?
- Which leadership competencies would I need to develop to meet my long-term goals?
- Do I have any long-term goals for my personal life that may impact my long-term professional goals?
- What skills/knowledge/behaviors do I need to develop to prepare for my next potential role?

Do your goals follow the SMART approach? Are they:

1. Specific enough?
2. Measurable?
3. Achievable?
4. Relevant?
5. Time bound?

Read more about [SMART](#).



Goal Setting and Commitment Checklist

Goal Statement	
Why Is This Goal Important?	Is Your Goal: Specific Measurable Achievable Relevant Time Bound
What Is Needed to Accomplish This Goal?	
Action Plan	



Once you've completed the checklist on page 3, consult your manager, peers or mentor to obtain additional insights, using the following questions:

Key Questions: Ask Your Manager, Peers or Mentor

- What is your assessment of my strengths?
- What is your assessment of areas of growth?
- This is what I would like to do next in my career: _____. Is this realistic?
- What do you believe are some of the limitations in getting to the next step in my career?
- What do you think are the critical experiences or knowledge I need to have in order to achieve my short-term goal? My long-term goal?
- What ideas do you have about how I can best develop my knowledge and skills?

Need Help Documenting Your Plan?

Register for the [Creating Your Individual Development Plan](#) e-learning course for help in mapping out a strategy for career success in higher ed HR. It is free for members and only requires a one-time registration. You may also be interested in this [short video](#) about developing leadership competencies (CUPA-HR log-in credentials required).

More resources to help get you started:

- [HR Generalist Competency Framework](#) (UC Berkeley)
- [Academic HR Analyst Competency Framework](#) (UC Berkeley)
- [Employment Representative Competency Framework](#) (UC Berkeley)
- [Financial Analyst Competency Framework](#) (UC Berkeley)