



Career Planning for Growth and Development

Define Long-Term Career Goals (5-7 years)

Step 1: Understand Yourself

Taking time to reflect on your interests, strengths, and values will increase your self-awareness. This valuable insight will then drive your longer-term career goal setting process. Write your responses to the prompting questions below:

Area	Questions to Ask Yourself	Your Response
Interests	<ul style="list-style-type: none">• What interests me the most?• What do I love to do?• What gives me the most enjoyment professionally? Personally?	
Strengths	<ul style="list-style-type: none">• What are my professional strengths?• What are my specialty skills/expertise?• What makes me an asset to my organization?	
Areas for Improvement	<ul style="list-style-type: none">• What are the 2-3 most critical areas that I need to work on professionally?• If I were better at <insert your word here>, what would that do for my career?	
Values	<ul style="list-style-type: none">• What do I value? What is important to me?• Of my accomplishments, which are most important to me? Why?• What am I most proud of professionally? Personally?	

Step 2: Seek Input from Others to Extend your Own

This could be done by spending time with your supervisor, discussions with your colleagues, and even seeking input from friends and family.