



Worksheet #1: Identify Target Goals (Page 1 of 2)

The first step in planning your individual development is to set target goals. To set target goals:

- Consider the questions and take notes on your needs.
- Use these notes to write your target goals at the end of this worksheet.

Determine Organizational Needs

Questions To Consider	Your Notes
<ul style="list-style-type: none">▪ How might your role change to meet evolving Agency priorities and goals?▪ What positions will the Agency need to fill in the future?▪ Are there any Agency-wide issues that you should learn more about?	

Determine Occupational Needs

<ul style="list-style-type: none">▪ Are the policies, procedures, or technologies associated with your career field changing? If so, what do you and others in your career field learn?▪ Have job duties changed recently (or will they change), requiring some new skills or expertise?▪ Is there any annual mandatory or refresher training required for individuals in your career field/position?▪ Are there new initiatives or processes that will impact your leadership competencies?	
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Determine Your Individual Needs

Questions To Consider	Your Notes
<ul style="list-style-type: none">▪ Are you new in your job and, if so, must you learn the basics to get up to speed and feel comfortable and productive? ▪ Do you need to improve your performance of current job tasks? ▪ Are there new projects or assignments within your current organization or elsewhere in the Agency that appeal to you? If so, what do you need to learn? ▪ Do you want to broaden your skills or expertise to allow yourself more flexibility for future job moves?	

Establish Your Goals

Use your notes to help you identify priorities and then state what you intend to accomplish. You can use the following formats to help you write your goals:

- To improve my performance of [*job task/competency*] by [*date*].
- To expand my knowledge of [*area of expertise*] by [*date*].
- To prepare for [*more responsibility or future position*] by [*date*].
- To re-energize my interest in [*subject area/function*] by [*date*].
- To maintain my credentials through [*mandatory training requirements*] by [*date*].

Write Your Target Goal(s)/Position(s)



Check your goals. Are they specific, observable, and realistic? Do your goals balance organizational, occupational, and personal priorities?