

The Goals Worksheet – Four Year Degree

This worksheet is designed to help you set goals – “an ideal future” – and plan activities and strategies for meeting these goals. As you do this exercise, you should realize that your goals are not “set in stone;” they may change and that is okay. The important thing is that you begin the planning process and dream a little.

Before doing this exercise, be sure you have read the [Setting SMART Goals article](#) – University of Wisconsin, Eau Claire, and make sure that the goals that you write are [SMART goals](#) – University of Wisconsin, Eau Claire.

Long-Range Goals

For the purpose of this exercise, long-range goals are those that you set for the time that you will graduate and receive your Bachelor Degree.

Career Goal: Where do you hope to be in your career development at the time of your graduation?

Examples:

- I will be beginning my career in advertising with an entry-level copywriting position in a large advertising firm.
- I will be beginning my PhD program in Limnology to eventually become a university professor.
- I will be working as a pediatric nurse in an urban hospital.

Educational Goal: What educational goals do you hope to accomplish with your Bachelor Degree?

Examples:

- I plan to graduate with a Bachelor of Arts degree. My major will be Communication, and my minor will be Spanish.
- I plan to graduate with a Bachelor of Science Degree with a Chemistry Major.
- I plan to graduate with a Bachelor of Science in Nursing with a Business Minor.

Personal Goal: While at college what would you like to accomplish to make you a better, more well-rounded person?

Examples:

- I would like to learn another language and study abroad.
- I would like to take an acting course and participate in the University Theater.
- I would like to participate in student government and run for office.

Short-Range Goals

Short-range goals are those specific activities and strategies that move us toward our long-range goals or “ideal future.” The following are questions that can help you formulate your short-range goals.

The [CAPP Academic Planning Worksheets](#) can help you with these questions. The University of Wisconsin, Milwaukee, also has a helpful website that can assist you with the career planning process. Click here to access that website: www.uwm.edu/Dept/CDC/career_guide.html.

Skills: What skills would you need to develop in order to realize your goals?

Career Services: What services and programs do Career Services offer to help you develop and implement your goals?

Courses: What specific General Education or elective courses might help you with your career or personal goals?

Research: Are there opportunities in your major to work with faculty on a research project? If so, what would you like to explore?

Study Abroad/NSE: Would you like to study abroad or attend another college or University on the National Student Exchange before you graduate? If so, where would you like to go?

Service Learning: What Service Learning project would you like to get involved in? Will it help you with your goals? How?

Student Organizations: What student organizations would you like to join? How might joining these organizations help you attain your career or personal goals?

Student Activities: Are there any student activities such as athletics, musical groups, forensics or theater in which you would like to be involved? If so, which ones? What would you like to accomplish?

Leadership Opportunities: What opportunities are there for leadership in the activities and organizations that you have chosen? How might this help with your goals?

Professional Organizations: Every career has a professional organization associated with it. What professional association is associated with your career choice? Can students join?

Internships: Is an internship or practical experience built into your academic program? If not, what kind of internship or practical experience would you like to pursue while in college?

Student Employment: Certain employment that you have while a student can help you achieve your goals. For example, working at a youth camp is excellent for teachers; assisting at the IT HELP desk builds skills for future Systems Managers; and working in the Admission's Office is an excellent public relations experience. What job might facilitate your career goals?

Remember, your goals and plans may change and this is okay! With this in mind, you might want to make a blank copy of this worksheet for future use.

If you had trouble developing goals for this exercise, you might want to make an appointment with your Academic Adviser or a Career Counselor.