

Visualize and Prioritize Goals Exercise

Print out this exercise and complete the four steps to visualize your future and prioritize your goals. It has often been said that in order to turn goals into reality, one must see the end in mind.



Date: _____

Step 1

To turn career goals into reality, plan backwards. Visualize yourself one year from now.

What would you like to accomplish or be able to say about your career life one year from now?

Complete this sentence:

"Wow, this year has been great because I..." (use the back of this page to complete your vision).

Step 3

What must you accomplish in **the first three months** to realistically achieve your six-month progress markers? Record this date: _____

- 1) Actions I must take
- 2) People who support my development
- 3) Problems or "speed bumps" I might encounter
- 4) Personal resources I need
- 5) Measures I will use to track progress
- 6) Rewards for my action

Step 2

Now, you need to reflect on how you achieved that one-year goal. List the actions, people, and rewards in the first six months that kept you on track to meet this one-year goal.

What must you accomplish in **the first six months** to have a realistic chance of meeting your one-year goal? Record the date: _____

- 1) Actions I must take
- 2) People who support my development
- 3) Problems or "speed bumps" I might encounter
- 4) Personal resources I need
- 5) Measures I will use to track progress
- 6) Rewards for my action

Step 4

The foundation for your success is set during **the first month** after implementing a career commitment plan. Record this date: _____

- 1) Actions I took
- 2) People who supported my development
- 3) Problems or "speed bumps" I encountered
- 4) Personal resources I needed
- 5) Measures I used to track progress
- 6) Rewards for my action



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