

CLARITY & CAREER GOAL SETTING WORKSHEET



Empowering Your Career

Taking charge of your career starts with clarity and intentional planning.

This worksheet is designed to guide you through defining your goals, breaking them into actionable steps, and creating a path to achieve them.

Whether you're navigating opportunities across countries or planning your next big move, this resource will empower you to take confident steps toward your professional aspirations.

What You'll Get:

- A clear vision of your career path
- SMART goals tailored to your aspirations
- An actionable plan to achieve success

Keep in mind that this is a judgement-free zone.

Let's get started!

DEFINE YOUR CAREER VISION



What's your career vision? This could involve working in different countries, connecting with international teams, or becoming a global leader. Reflect on what success looks and feels like to you.

Instructions: Take a moment to imagine your ideal career. This is your big-picture vision where you want to be in 3–5 years.

Questions:

1. What does success look like for you in your career? Be as detailed as possible.
2. What kind of impact do you want to make in your industry or role?
3. What values are most important to you in your professional life (e.g., flexibility, creativity, leadership, financial security)?
4. If you could design your ideal workday, what would it look like? (Include tasks, interactions, and environment.)

A large rectangular box with a light blue border and small square handles at the corners, designed for a user to write their career vision. In the top-left corner of this box, there is a smaller, rounded rectangular label with a double border containing the text 'My Career Vision'.

My Career Vision

REFLECT ON THE PAST



Learn from past experiences and identify patterns. Think about roles, challenges, or projects that have exposed you to international or cross-cultural opportunities.

Instructions: Draw a timeline of your career journey so far, marking key moments, roles, and achievements. Reflect on what stands out to you.

Questions:

1. What has been the highlight of your career so far? What made it meaningful?
2. What challenges have you overcome, and what did you learn from them?
3. Who or what has influenced your career decisions the most? Why?
4. What are your proudest professional achievements, and how did you accomplish them?
5. Are there patterns in jobs you've loved or disliked? What do they tell you?

A large, light blue rectangular frame with rounded corners and a thin border. Inside the frame, in the top-left corner, is a smaller rounded rectangle with a double border and the text 'Reflection on the past'. The rest of the frame is empty, intended for a timeline drawing.

ASSESS YOUR STRENGTHS AND SKILLS



Understanding your strengths and identifying areas for growth is key to building a fulfilling and successful career. This section will help you reflect on the unique qualities you bring to the table and uncover opportunities to expand your skill set.

Instructions: Identify current skills, strengths, and areas for growth. You can also ask co-workers for input.

Questions:

1. What are your top three professional strengths?
2. What unique skills or qualities do you bring to the table?
3. What skills do others often praise you for?
4. What are three areas where you'd like to grow or improve?
5. What skills or experiences do you believe will help you reach your next career milestone?

Assess your strengths
and skills

SET SMART GOALS



Setting goals is essential for turning your career vision into reality. SMART goals—Specific, Measurable, Achievable, Relevant, and Time-bound—help you focus your efforts and track your progress. In this section, you will create actionable goals that align with your aspirations, ensuring you stay motivated and on course.

Instructions: Use this section to set 2–3 SMART goals that align with your career vision.

SMART Goal Example: I will complete a leadership certification course and apply for a mid-level management role within my current company by December 2025.



Set SMART Goals

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CREATE AN ACTION PLAN



Transforming your goals into actionable steps is where progress begins. By breaking down each SMART goal into smaller, manageable actions, you'll create a clear path forward. This section is designed to help you stay organized, focused, and confident as you work toward achieving your career aspirations.

Instructions: Break down each SMART goal into smaller, actionable steps. Consider steps that may include building an international network, learning a new language, or acquiring skills for working in diverse cultural settings.

Example: Every Tuesday, Thursday and Saturday I dedicate 30 minutes to learn the language of the country I want to work in.

A large rectangular box with a light blue border and small square handles at the corners, serving as a workspace for the action plan. In the top-left corner of this box is a smaller, rounded rectangular box with a double border containing the text 'Create an Action Plan'.

OVERCOMING OBSTACLES AND FEARS



Every career journey comes with challenges, fears, and uncertainties. This section is designed to help you identify the barriers holding you back and explore strategies to overcome them. By facing your fears head-on, you can build resilience and stay focused on achieving your goals.

Instructions: Identify and work through challenges.

Questions:

1. What fears or doubts are holding you back?
2. What would you do if fear wasn't a factor?
3. What's the worst-case scenario if you pursue your goal? How would you handle it?
4. What's the best-case scenario, and how would achieving it feel?
5. What's one small risk you can take this week to move past your fear?

How I overcome my fears



REFLECT AND STAY ACCOUNTABLE

Reflection and accountability are critical for staying on track and celebrating progress. This section allows you to evaluate what you've learned, solidify your next steps, and identify ways to stay motivated and supported. Use this as an opportunity to keep your goals alive and actionable.

Instructions: Summarize insights and solidify your next steps. Write a personal mantra to keep you motivated. Example: "I am capable of achieving my dreams."

Questions:

- 1.What's the most important insight you've gained from this worksheet?
- 2.What's one thing you can do right now to move closer to your goal?
- 3.How will you celebrate your progress along the way?
- 4.What will success look and feel like when you achieve your goals?

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My career mantra

YOU ARE READY TO TAKE ACTION!



Congratulations on completing the Clarity & Career Goal Setting Worksheet!

You've taken an incredible step toward shaping your future. I'm so excited about the clarity and direction you've gained through this process.

Remember, this is your journey, and every small step matters. Keep moving forward with confidence and purpose. It's so important for achieving your professional goals on a global scale.

Revisit this worksheet regularly to update your goals and track your progress.

This is only just the beginning of your journey!

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