

Goal Setting Worksheet

Use this worksheet to record your goals and create a plan to accomplish those goals.

	Short- Term Goals (include timeline – weeks, months, within one year)	Steps to Accomplish the Goals	Long- Term Goals (include timeline – within x years)	Steps to Accomplish the Goals
Teaching and Learning				
Research				
Service				
Leadership				
Other Career Goals				

Think about the following:

How are goals aligned with your department/ unit needs and expectations?

How often will you review your plan and revise it if necessary?