

## Goal-Setting Exercise

Use this exercise to help you get started: Write goals for each of the areas of improvement you defined for yourself in "[Identify Your Strengths](#)." Be sure to make your goals realistic, specific, attainable, and measurable. Here are some sample goals:

- Complete identification of your interests
- Complete identification on your strengths
- Complete identification on your skills
- Identify your successes in your prior roles
- Quantify your successes (% increase in sales; % reduction in processing errors; awards received...)
- Create your "elevator" speech
- Learn the skill – How to create a resume that stands out from the ordinary
- Learn the skill – How to engage in a successful network contact meeting
- Learn the skill – How to engage in a successful job interview
- Learn the skill – How to follow up after a job interview
- Learn the skill – How to negotiate compensation
- Identify industries that are a match for your strengths and skills
- Identify companies that are a match for your strengths and skills
- Identify hiring managers within companies that are a match for your strengths and skills
- Compile a list of people you know who work in your target industries/companies
- Make ## networking contacts per week with the objective of setting up a meeting
- Meet with ## new networking contacts per week

Now it's time to start reaching your goals. See [Create a Plan](#) for tips on getting started.