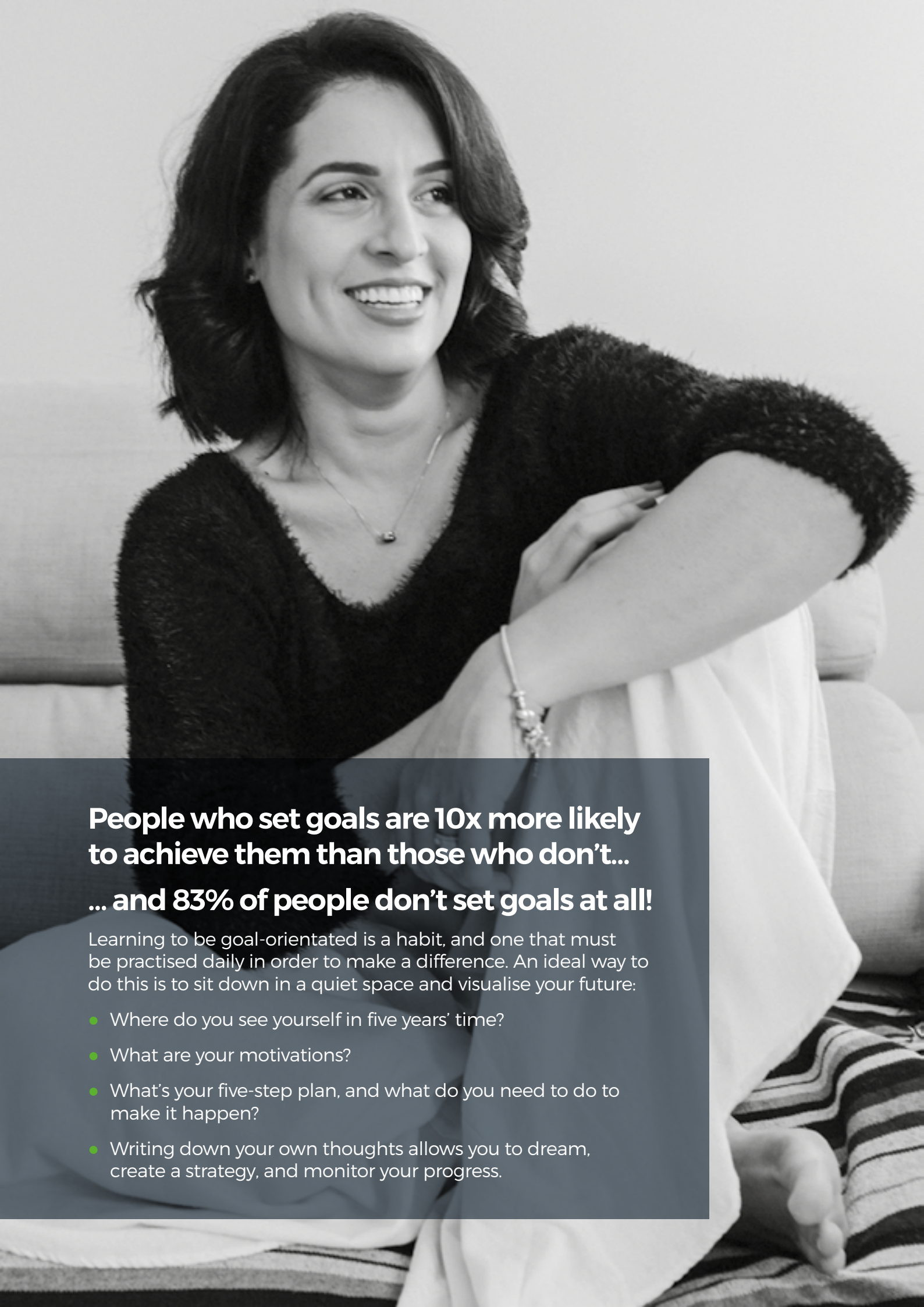


The  
*#JobReady*  
Goal Planner

**Oxbridge<sup>®</sup>**



**People who set goals are 10x more likely to achieve them than those who don't...  
... and 83% of people don't set goals at all!**

Learning to be goal-orientated is a habit, and one that must be practised daily in order to make a difference. An ideal way to do this is to sit down in a quiet space and visualise your future:

- Where do you see yourself in five years' time?
- What are your motivations?
- What's your five-step plan, and what do you need to do to make it happen?
- Writing down your own thoughts allows you to dream, create a strategy, and monitor your progress.



## In this pack, you'll find two sections

- ✓ A goal planner chart which will help you think about your career goals as well as wider life aspirations.

After you've completed this, we advise you send it back to [goalplanner@oxbridge.email](mailto:goalplanner@oxbridge.email)

If you do, it will be shared confidentially with a trained course and careers advisor, who can arrange a call with you to help you think more clearly about how exactly you can achieve the goals you've given yourself.

- ✓ A diary which includes focused questions to help you think about the daily steps you're taking to achieve the goals you've mapped out for yourself. As you fill this out, you should refer back to your goal planner, to make sure you stay on track and remain focused.



They're both interactive so you can fill them out on your computer, or you can simply print them off and fill them out the old-fashioned way.

**Happy goal-setting, and remember - the sky's the limit!**

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# SELF-REFLECTION

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1. What makes you happy in life?

2. What do you want to improve about yourself a) personally and b) professionally?

3. Pick three from the list below which are most important to you in your future:

- Work-life balance
- Clear salary progression
- The chance to help others
- Interacting with new people
- A job that allows you to be active
- The chance for further education and training on the job
- The chance to run your own business
- Other (please state)

If you selected other, please state here:

2. Write down your number one career goal.

If you have a specific job in mind, you can write that here too.

3. When you achieve your goals, how will life be different?



**Fact:** 86.3% of people said that enjoying what you do is a measure of career success. Therefore, clarifying your reason for pursuing a particular career goal should always align with what will make you happy, alongside plans for financial and professional success.

# PRODUCTIVITY

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1. What resources will support you in reaching your career goals? Whose help will you need? For instance, technology, a retraining programme, family, etc.

2. What are the five main steps you need to take in order to reach your goal?  
**This will be your five-step plan.**

1

2

3

4

5

3. List the target dates for reaching each step towards your goal.

Steps	Target date

5. Think about exactly how you can achieve each step.  
What skills do you need to practise? Will you need to retrain?



**Fact:** Focus on one task at a time. Multitasking leads to as much as a 40% drop in productivity, and increased stress (Bergman, 2010).

# PERSONAL GROWTH

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1. Write down three statements that will boost your self-esteem and confidence.  
Think about what you're good at, and what positive things others would say about you.

**STATEMENT 1**

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**STATEMENT 2**

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**STATEMENT 3**

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**Tip:** repeat these self-affirmations to yourself every morning and every evening.



2. Write down the top five skills or lessons you learnt in your previous role that you can take forward to another job.

Five horizontal light green rectangular boxes stacked vertically, intended for writing the top five skills or lessons.

3. What is your motivation?

A large vertical light green rectangular box intended for writing the answer to the motivation question.



**Tip:** Write this down and keep it with you wherever you go as a constant reminder of what drives you.

4. What kind of person do you want to become? This question asks you to look beyond your career goals, and focus on staying true to your identity in your professional pursuits.

A large vertical light green rectangular box intended for writing the answer to the question about becoming a certain kind of person.

5. What do you visualise yourself doing in one year, in five years', and in ten years' time?

A large vertical light green rectangular box intended for writing the answer to the question about visualizing future actions.



**Tip:** Use our diary to keep track of what you've achieved. As you make notes, think about the answers you've given here.