



Continuing Success as a Contractor

Personal Goal Planning Worksheets

A successful contractor continually monitors and evaluates his or her career progress. To help you accomplish this, we've provided some worksheets that you can use to plan your short and long term personal goals. As a general rule of thumb, you should review your worksheets quarterly to see how you are progressing on reaching your goals and then revising your goals where appropriate. Also, keep your old worksheets from past years, so you can see how you have progressed in reaching your goals.

Personal Goals for Your Career

To monitor progress in your career, it is key to set goals so you can assess where you are meeting or exceeding your objectives, and where you are falling short of them. You can identify where you need to either change your goals, modify your behaviour, or celebrate, because you've met your expectations.

Personal Goals for Your Career

Positive Things About Your Career

1.

2.

3.

4.

Negative Things About Your Career

1.

2.

3.

4.

Actions Steps for Improvement

1.

2.

3.

4.

Personal Goals for Health

Your health is a big part of your success. As you work on your personal success, remember to also invest in your health and vitality.

Personal Goals for Health

Positive Things About My Health

1.

2.

3.

4.

5.

Negative Things About My Health

1.

2.

3.

4.

5.

Actions Steps for Improvement

1.

2.

3.

4.

5.

6.

Goals for Personal Finances

Knowing how to manage your money is as important as making it.

Goals for Personal Finances

Positive Things About My Personal Finances

1.

2.

3.

4.

5.

Negative Things About My Personal Finances

1.

2.

3.

4.

5.

Actions Steps for Improvement

1.

2.

3.

4.

5.

6.

Personal Learning Plan

As a professional contractor, you are responsible for continuously learning new concepts and technologies related to your career.

Personal Learning Plan

What I want to learn.	Why I want to learn this (personal, professional, etc.).	How I want to learn it (tutor, tape, etc.).
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

What benefits will I gain from learning this?

1.
2.
3.

I commit to learn...	How (tape, etc).	By this date (finished level of learning).
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Identifying Problems and Opportunities Plan

Personal success always comes with obstacles and challenges to overcome

Five Personal Problems/Opportunities Facing Me

Challenge	Source of Assistance (worker, friend, bank, family)	Action (I will bring up the issue, I will discuss the reasons the issue isn't being handled, I will consult, I will do the work to resolve it)

Annual Top Priorities Plan

Each year you should choose three high impact goals established from your Problems and Opportunities Plan, *and achieve them!*

My Top Three Priorities This Year

Priority

Goal Date (When I will accomplish this)

1.

2.

3.

Good luck and much success with your career as a professional contractor!