

Worksheet: Long-Term Goal Setting

This worksheet is included in Chapter 2, "Beginning the Career Documentation Process: Setting Priorities and Goals" of *Career Documentation for the Visual Artist: A Legacy Planning Workbook & Resource Guide, 2022*.

Describe your **long-term goal** in as much detail as possible.

Why do you want to accomplish it? What does completing this goal bring to your life or career?

Is it possible to break this goal down into smaller, short-term goals? List them here:

From the above list, what's the most important action to take?

(Add this to your short-term goal worksheet on the next page.)

When do I want this long-term goal completed by?

What are a few ways I can measure success in the process of completing this goal?

For instance, ease in finding documents, better studio management, more time to create rather than sorting through clutter...

When will I pause to evaluate whether this goal is working for me?

(Be specific with a date.)

Worksheet: Short-Term Goal Setting

This worksheet is included in Chapter 2, "Beginning the Career Documentation Process: Setting Priorities and Goals" of [Career Documentation for the Visual Artist: A Legacy Planning Workbook & Resource Guide, 2022](#).

Describe your **short-term goal** in as much detail as possible.

Why do you want to accomplish it? What does completing this goal bring to your life or career?

Does this short-term goal support any long-term goal? If so, state it here:

I will begin this short-term goal with one action by (date):

I'd like to complete this short-term goal by (date):

Does this short-term goal have to do with:

physical organization narrative organization operational organization (or) digital organization

Do I have what I need to get started today?

If not, what do I need to purchase or procure to then start this short-term goal?

Describe what the completion of this goal looks like.

For instance, a file system in my home office that I can easily access day-to-day.

List the steps you will take to complete your short-term goal.

This can include as many small steps as you will need.

Repeat this exercise for as many long-term or short-term goals as you need to inventory your work and career. Remember, the more you revise and revisit these steps the more these will feel like goals that you can accomplish.