

Career Aspiration Statement — Worksheet

A one-page worksheet to draft a clear, career aspiration statement for reviews and interviews.

Quick Definition

Career aspirations describe the direction you want your career to go in the next 2–5 years — the skills you'll build, the scope you'll take on, and the impact you'll make. They're broader than a single job title.

Simple Formula (fill the blanks)

"In the next [timeframe], I want to [impact/outcome] by [developing skills/experiences] in [domain]."

Timeframe: _____

Impact / Outcome: _____

Skills / Experiences: _____

Domain / Scope: _____

Example Starters

- Lead a cross-functional product pod by building prioritization and stakeholder skills (next 18 months).
- Own a data pipeline that improves reporting accuracy by 20% by deepening SQL/Python and dbt (next 2 years).
- Manage a 5-person support team by growing coaching, QA, and scheduling skills (next year).

Your Draft

Draft v1:

Refine (make it measurable):

SMART Goals

Use this to convert your aspiration into concrete goals. Fill one box per goal.

Goal 1: Final SMART statement
S — Specific
M — Measurable
A — Achievable
R — Relevant
T — Time-bound

Goal 2: Final SMART statement
S — Specific
M — Measurable
A — Achievable
R — Relevant
T — Time-bound

Checkpoints

- ☐ Clear timeframe (6–24 months)
- ☐ Specific impact or scope
- ☐ 2–3 skills you will build
- ☐ Aligned with org needs
- ☐ Measurable enough for review

Manager Q&A

- What scope would prove progress in the next 3–6 months?
- Which projects best build the skills listed above?
- What metric will we use to confirm progress?
- What risks or dependencies should we plan for?