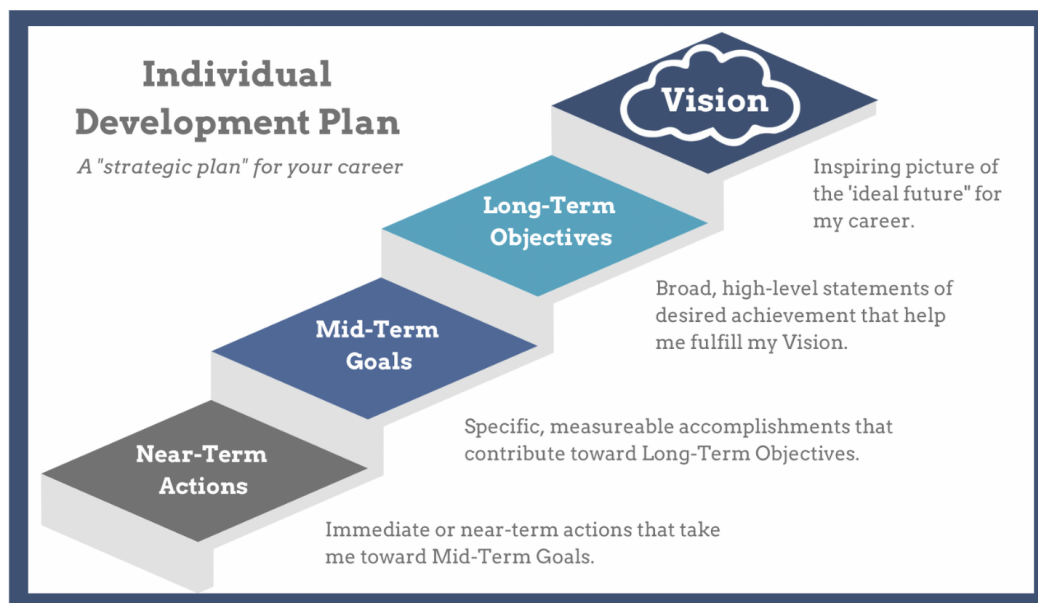

JOHN RIORDAN

Leadership & Organization
Development

Examples: Career Vision, Objectives, Goals & Actions

(For an editable Word version of this document, please visit johnriordan.com/resources and scroll down to the Individual Development Plan folder)

This simple framework moves from broad and aspirational (Vision), down to specific and immediately actionable (Near-term Actions). Each level of this hierarchy should align with the levels above to ensure that every action taken is contributing to the ultimate vision.



Vision is a compelling, aspirational description of what you want to achieve or accomplish over the course of your entire career. This is what guides everything you do!

Long-term Objectives are more specific, quantifiable, strategic targets that help convert your conceptual Vision into tangible reality.

Mid-term Goals are specific achievements that you aim to accomplish within a specific timeframe (usually over months or a few years).

Near-term Actions are the immediate, specific activities that you will undertake right away in order to move toward achieving your Mid-term Goals, your Long-term Objectives, and Vision.

See Examples for each of these below.

Career Vision

A compelling, aspirational description of what you want to achieve or accomplish over the course of your entire career.

- Vision statements are broad and descriptive, not overly specific or rigid.
- Vision statements are not necessarily “measurable” or time-bound. It should provoke the question, “*How are you going to achieve that?!*”
- A useful vision statement is like a compass point - it provides overall direction, while allowing flexibility as to how to get there.

Examples

- ☐ **Public Service:** *Have a significant positive impact on my community through public service. Implement policies that enhance the welfare of all citizens, advocating for social justice, equal opportunities, and sustainable development.*
- ☐ **Social Work:** *“Empower marginalized individuals and communities by advocating for their rights and well-being.”*
- ☐ **Research:** *“Contribute to my field through groundbreaking research that pushes the boundaries of knowledge.”*
- ☐ **Mental Health Counseling:** *“Support individuals’ mental wellbeing, fostering resilience, self-understanding, and positive change.”*
- ☐ **IT Engineering:** *“Design and develop cutting-edge technology solutions that solve real-world problems, enhance human capabilities, and drive the progress of society.”*
- ☐ **Marketing:** *“Expand the intersection of creativity, data, and consumer psychology to create branding initiatives that inspire and engage, for products that improve lives.”*
- ☐ **Education:** *“Nurture the minds of future generations, influencing educational policies, and fostering an environment of creativity, critical thinking, and lifelong learning.”*
- ☐ **Healthcare:** *“Transform the healthcare sector through innovation and empathy, promoting preventative healthcare measures, accessible services, and patient-centric practices.”*
- ☐ **Energy:** *“Be at the forefront of sustainable innovation, driving change in the field of renewable energy.”*
- ☐ **Landscape Architecture:** *“Redefine the urban landscape with cutting-edge architectural designs that harmonize aesthetics, functionality, and sustainability.”*
- ☐ **Human Resources:** *“Lead a human resources department where we can create a culture that attracts, retains, and develops diverse, outstanding talent.”*
- ☐ **Finance Professional:** *“Provide ethical, innovative and impact-focused solutions to complex financial challenges, and influence the industry in this direction.”*

- ☐ **Graphic Designer:** *"Lead in the creative space, using design to communicate, inspire, and solve problems in intuitive ways."*
- ☐ **Entrepreneur:** *"Create multiple scalable startups that not only generate profit but significantly benefit society, and empower other entrepreneurs to do the same."*
- ☐ **Journalist:** *"Be a voice for the voiceless through investigative journalism that informs, inspires, and influences."*
- ☐ **Non-profit Leader:** *"Drive impactful change in society by leading a nonprofit organization focused on educational equality."*
- ☐ **Engineer:** *"Improve everyday life by engineering innovative, sustainable solutions to complex infrastructure challenges."*
- ☐ **Architect:** *"Design environmentally friendly structures that harmonize with nature while serving societal needs."*
- ☐ **Data Scientist:** *"Derive meaningful insights from data that aid business growth, customer satisfaction, and societal benefit."*
- ☐ **Physical Therapist:** *"Enhance the quality of life for people of all ages through compassionate, effective physical therapy."*
- ☐ **Writer:** *"Inspire, motivate and educate audiences worldwide with compelling storytelling while providing actionable insights."*
- ☐ **Musician:** *"Touch lives through music that resonates, uplifts, and bridges cultural divides."*
- ☐ **Veterinarian:** *"Enhance the welfare of animals and people through compassionate care and public education."*
- ☐ **Actor:** *"Create performances that entertain, inspire, and challenge audiences' perspectives."*
- ☐ **Retirement:** *"Be a positive, significant influence on my clients and colleagues, and leave a lasting legacy when I retire."*

Add Your Own Ideas:

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Long-term Objectives

Long-term Objectives are more specific, quantifiable, strategic targets that help convert your conceptual Vision into tangible reality.

- Objectives are still fairly broad in nature, but are more specific than Vision.
- Objectives span a significant period of time (often several years or more).
- They are further broken down into Mid-term Goals, which are much more specific.

Examples

Impact Objectives:

- ☐ Drive organizational change towards more sustainable business practices in a multinational company.
- ☐ Influence policy development in the healthcare sector to improve access and affordability.

Leadership Objectives:

- ☐ Become the CEO of a successful technology startup.
- ☐ Lead a team of researchers to make significant advancements in the field of renewable energy.

Innovation Objectives:

- ☐ Develop a breakthrough product or service that will disrupt the current market.
- ☐ Create an innovative solution to a pressing global issue, like water scarcity or climate change.

Professional Recognition Objectives:

- ☐ Become a recognized thought leader in the field of artificial intelligence.
- ☐ Receive a prestigious award or recognition for exceptional work in my field.

Entrepreneurial Objectives:

- ☐ Start a company that provides tech solutions to education inequality.
- ☐ Grow a consulting business to be recognized among the top in its niche market.

Education and Skill Development Objectives:

- ☐ Earn a Ph.D. in a specific field and contribute significantly to its body of knowledge.
- ☐ Master a complex skill set in my field (e.g. quantum computing or advanced genetic engineering).

Network and Influence Objectives:

- ☐ Build a robust professional network that spans across multiple industries and countries.
- ☐ Influence future generations in the industry through mentoring and coaching.

Mid-term Goals

Mid-term Goals are specific achievements that you aim to accomplish within a specific timeframe (usually over months or a few years).

- *Goals are much more specific than long-term objectives and act as milestones that mark progress toward achieving your long-term Objectives.*
- **To define clear Goals, try using the SMART criteria:** Specific, Measurable, Aligned (with Vision and Long-term Objectives), Realistic (yet challenging), and Time-bound.

Examples

Impact:

- ☐ Influence company policies towards more sustainable practices, targeting to initiate this change over the next two years.
- ☐ Lead a project that brings significant revenue (increase revenue by X%) or savings (reduce costs by X%) to the company, within the next two years.
- ☐ Implement a new process that improves productivity by X% in the next 12 months.
- ☐ Contribute 6 hours per month to a community project that enhances my career impact.
- ☐ Identify specific, positive changes to be made in my company's culture, with a target to bring them about within the next two years.
- ☐ Identify a junior employee who could benefit from mentoring and offer my assistance, within the next 3 weeks.

Position:

- ☐ Meet with my supervisor within the next month to discuss my potential and lay out a plan for moving toward a managerial role.
- ☐ Volunteer to lead a complex, high-value project in my current role within the next month.
- ☐ Earn a promotion to a managerial role in my department within the next 2 years.
- ☐ Start having informal conversations with members of the other department to understand the opportunities available, within the next 3 weeks.
- ☐ Transition into a leadership role within my current organization by the end of next year.
- ☐ Move to a new department that aligns more closely with my career interests within the year.
- ☐ Transition to a role in a different area of the organization by the end of next year.
- ☐ Shift to a remote working role to achieve a better work-life balance, aiming to make this shift within the next year.

Education and Training:

- ☐ Complete an advanced degree related to my field within the next three years.
- ☐ Gain a professional certification that boosts my career prospects within the next year.
- ☐ Attend at least three industry-related workshops or seminars each year, for three years.

- ☐ Master a new, relevant and useful professional skill over the next six months.
- ☐ Learn a new language over the next 18 months, to enhance my career opportunities.
- ☐ Enroll in an online course to learn a new software tool or technology, aiming to start the course within the next 2 weeks.

Financial:

- ☐ Achieve a salary goal of \$X within the next two years.
- ☐ Start saving X% of my income for retirement, beginning this month.
- ☐ Set up automatic deductions from my paycheck to my retirement savings account, aiming to do this within the next week.
- ☐ Pay off 50% of my student loans over the next 24 months, and 100% in 3 years.
- ☐ Conduct market research to determine a realistic salary goal and prepare a negotiation strategy, to be done within the next month.
- ☐ Diversify my income through freelance work aiming for an additional income of \$X per month, starting within the next year.
- ☐ Explore side business opportunities that align with my skills and interests, aiming to start a small business within the next 3 months.

Skills and Abilities:

- ☐ Improve my public speaking skills to a level where I feel confident presenting to large groups, within the next year.
- ☐ Enhance my leadership skills through a 9 month training course over the next year.
- ☐ Enroll in an online course to improve my negotiation skills within the next 3 weeks.
- ☐ Implement a time management system to improve my productivity within 1 month.
- ☐ Identify a technical skill relevant to my work and start a training program within 2 months.

Add Your Own Ideas:

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- ☐

Near-Term Actions

Have a look at the list of ideas below for Near-term Actions. Put a “check” next to the ideas that you would consider including in your own IDP.

Add your own ideas that come to mind in the space at the bottom of the list.

Examples

Self-Assessment:

- ☐ Identify a Career Coach, either from within your organization, or from outside, to help you define your goals and develop action plans.
- ☐ Secure a Mentor(s) in your field, who has experience in the areas you are interested in pursuing.
- ☐ Do a 360 Feedback Assessment and ask for feedback from supervisors, peers and direct reports.
- ☐ Set up regular meetings with your manager to discuss progress and get feedback.
- ☐ Regularly update your individual development plan based on what you're learning and where you're progressing.

Professional Skills Development:

- ☐ Enroll in a relevant professional development course.
- ☐ Sign up for a challenging project that will help you develop new skills.
- ☐ Learn a new software or tech tool that's relevant to your field or useful in the virtual world.
- ☐ Get a certification in a specific area of your profession.
- ☐ Complete an online course(s) on particular professional skills.

Leadership & Management:

- ☐ Complete an online course(s) on leadership or management.
- ☐ Volunteer for a rotation or detail that's a “stretch assignment”.
- ☐ Learn a new method or theory that's relevant to your work.
- ☐ Work on your negotiation skills by reading books, taking a course, or practicing in real situations.
- ☐ Volunteer for a leadership role in a company project or team.

Expanding Network:

- ☐ Participate in a networking event in your field every quarter.
- ☐ Learn about the latest industry trends and updates each week.
- ☐ Attend a relevant conference or seminar in your field.
- ☐ Set up informational interviews with colleagues or professionals in a role you aspire to.
- ☐ Create a comprehensive resume and LinkedIn profile review and update plan.

Communication Skills Improvement:

- ☐ Improve your public speaking by joining a club like Toastmasters.
- ☐ Develop your writing skills by starting a blog or contributing to a professional publication.
- ☐ Take a course on active listening and practice your skills in your everyday interactions.
- ☐ Overcome fear of being on camera by taking training on “effective video presentation”.
- ☐ Learn a new language that's relevant to your profession or industry.

Personal Development:

- ☐ Start a regular meditation or spiritual practice to improve focus and reduce stress.
- ☐ Implement a new time management tool to help you set and review daily and weekly goals.
- ☐ Start a fitness routine to increase your energy and improve overall well-being.
- ☐ Enroll in a personal finance management course to better manage your financial resources.
- ☐ Read a book each month related to your profession or skills you want to develop.

Add Your Own Ideas:

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