


Your Year to Shine: Goal Setting Workbook for Administrative Professionals

This workbook is designed to help administrative professionals set intentional, realistic career goals and follow through with confidence. You do not need to complete every page at once. One focused goal, worked consistently, can change the trajectory of your career.

How to Use This Workbook

- Choose one primary goal and, if appropriate, one secondary goal.
- Write honestly and without editing yourself.
- Revisit this workbook monthly to track progress and adjust.
- Remember: progress matters more than perfection.

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Step 1: Reflect Before You Plan

Before setting new goals, take time to reflect. Awareness creates better decisions.

What energized me last year?

What drained my energy or caused frustration?

Where did I grow, stretch, or succeed more than I realized?

Step 2: Choose Your Focus

You cannot focus on everything at once. **Choosing your focus is an act of leadership.**

01

Which area of my career needs the most attention right now?

02

What will matter most to me twelve months from today?

03

Which goal will benefit both me and my organization?

Primary Goal:

Secondary Goal (optional):

Step 3: Goal Mapping

Clarifying the why behind your goal increases commitment and follow through.

My goal stated clearly:

Why this goal matters now:

Skills, training, or support I need:

Potential obstacles and how I will handle them:

Step 4: SMART Goal Builder

Use the SMART framework to turn your goal into an actionable plan.



Specific

What exactly will I do?

Measurable

How will I track progress?

Achievable

Is this realistic for my workload and life right now?

Relevant

How does this support my long term career direction?

Time Bound

When will this be completed?

Step 5: Monthly Check-In

Use this section once per month to stay connected to your goal.

Month:

One win this month:

One challenge I encountered:

One adjustment I will make next month:



Tip: Set a recurring calendar reminder to complete this check-in on the same day each month.

Step 6: Proof of Value Log

This section helps you capture impact that is often overlooked. Use it for reviews, interviews, and confidence building.

1

What I improved or streamlined:

2

Time, money, or stress I reduced:

3

Value I added to my executive, team, or organization:

Final Thoughts: Keep Going

Growth is rarely linear. Some months will feel productive. Others will feel slow.

What matters is consistency.

Your career deserves intention, clarity, and confidence.

Intention

Choose goals that align with your values and vision.

Clarity

Define what success looks like and how to measure it.

Confidence

Track your wins and recognize your growing impact.

This is your year to shine.

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