

20 WORK JOURNAL WRITING PROMPTS TO HELP YOU FOCUS YOUR CAREER GOALS

1. What goals do I want to achieve this quarter? How will I achieve those goals?
2. What did I learn today?
3. What could I have done better this week?
4. What is my biggest issue in terms of organization and time management?
5. How can I be a better communicator?
6. What did I do today that will get me closer to my career goals?
7. I am proud of myself professionally because _____.
8. What is it about my job that makes me happiest?
9. What is one area I can learn more about in order to be better at my job?
10. What is the next step in my career, and can that be done in my current position? If not what is my plan? If so, how will I manifest that?
11. What are my biggest weaknesses professionally? How can I turn those into strengths or at least less problematic weaknesses?
12. What are my strengths? Am I putting those strengths to good use?
13. What mistakes did I make this week and what did I learn from them?
14. How am I spending my time on a daily basis? Is there anything that needs to be adjusted?
15. What am I most proud of professionally? Why?
16. Is there professional development or educational training I need/want to pursue to improve and further my career? How can I make that a reality?
17. What do I want my career to look like in one year? What are my action steps?
18. What do I want my career to look like in five years? 10 years? What are my action steps?
19. Does my job leave me feeling professionally fulfilled? Does it make me happy? Why or why not?
20. What is my ideal work routine? How can I make that a reality in my life?