



CAREER JOURNAL



A passion for
PEOPLE

Your journey. Your story.
Where you go is up to you.

WELCOME TO YOUR CAREER JOURNAL!

This journal is designed to be your personal companion on the journey of career growth, self-reflection, and strategic thinking. As you navigate the twists and turns of your professional path, this space offers the opportunity to pause, reflect, and gain clarity on your goals, strengths, and aspirations.

Use this journal as a tool to explore your ambitions, uncover opportunities, and track your progress. Each prompt is crafted to guide you in making thoughtful decisions, identifying key priorities, and developing actionable strategies to achieve your career vision.

Remember, your career is a dynamic journey, and this journal is here to help you stay intentional, focused, and empowered as you build the future you desire.

Let's begin with purpose and confidence—your next chapter starts here.

Journal Roadmap





SMART GOALS



SMART GOALS

What are they and how are they beneficial to your career?

Setting goals is a powerful way to take charge of your career and move toward the success you desire. However, not all goals are created equal. To ensure that your goals are effective, you need a strategy that turns your aspirations into clear, actionable steps. This is where the SMART framework comes in.

SMART goals are Specific, Measurable, Achievable, Relevant, and Time-bound. This approach helps you create goals that are not only well-defined but also practical and motivating. By applying the SMART criteria, you can break down larger ambitions into manageable tasks, track your progress, and stay focused on what truly matters.

Specific

Your goal should be clear and unambiguous. It should answer the questions: What exactly do I want to achieve? Why is this important?

Measurable

You should be able to track your progress. This involves setting concrete criteria to know when you've accomplished the goal.

Achievable

Your goal should be realistic and attainable, given your current resources and constraints.

Relevant

The goal should align with your career objectives and contribute to your long-term success.

Time-bound

Set a clear deadline or time frame for achieving the goal, which helps maintain focus and urgency.

When you use SMART goals, you create a structured approach that allows you to stay organized, track your milestones, and maintain motivation, all of which are essential for career growth. Whether you're aiming for a promotion, expanding your skill set, or shifting industries, SMART goals help you map out a strategic plan that leads to tangible results.

By incorporating SMART goals into your career planning, you'll increase your chances of success and feel more empowered to take the steps necessary to advance professionally.

SETTING SMART GOALS

Goal example

- Specific:** What do I want to accomplish and why?

- Measurable:** How will I know when I have accomplished it?

- Achievable:** How can I accomplish this goal?

- Relevant:** Is this the right time for me to be working towards this goal?

- Timebound:** When do I want to accomplish this goal by?

Goal 1

- Specific:**

- Measurable:**

- Achievable:**

- Relevant:**

- Timebound:**

Goal 2

- Specific:**

- Measurable:**

- Achievable:**

- Relevant:**

- Timebound:**

Goal 3

- Specific:**

- Measurable:**

- Achievable:**

- Relevant:**

- Timebound:**



GOAL TRACKER

Goal 1

Start Date:	Action Steps:	Notes:
<hr/>	<hr/>	<hr/>
End Date:		
<hr/>		
My Why:		
<hr/>		
<hr/>		

Goal 2

Start Date:	Action Steps:	Notes:
<hr/>	<hr/>	<hr/>
End Date:		
<hr/>		
My Why:		
<hr/>		
<hr/>		

Goal 3

Start Date:	Action Steps:	Notes:
<hr/>	<hr/>	<hr/>
End Date:		
<hr/>		
My Why:		
<hr/>		
<hr/>		

Goal 4

Start Date:	Action Steps:	Notes:
<hr/>	<hr/>	<hr/>
End Date:		
<hr/>		
My Why:		
<hr/>		
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LEADERSHIP INSIGHTS

Your career is not just about climbing the ladder.

It's about understanding your purpose, sharpening your skills, and leading others to success.

Let's look at the mindset our leaders at UCLA Health have had, focused on growth and the continuous pursuit of excellence.

Here is a summary of the key steps taken by our own leaders across the organization to further their careers at UCLA Health.

- They have pursued mentorship opportunities with experienced professionals for guidance.
- Through leadership development programs, they have enhanced their skills and knowledge.
- Networking has enabled them to build relationships across departments.
- They embrace continuous learning by attending workshops and conferences to stay updated on trends and current events in the healthcare field.
- Taking on challenging projects has shown their commitment to excellence and ability to drive positive change.



UCLA HEALTH LEADER GUIDANCE

“

Be open to new experiences, ideas, and feedback. Take all feedback as opportunities to grow. You can only control yourself, so look at how you can change/adapt before asking someone else to.

”

Jasmine Briones,
Director Nursing & Operations
Perioperative Services, Ronald
Reagan UCLA Medical Center

“

Build strong connections and relationships. Those relationships will help you succeed in getting things done and accomplishing results.

”

Jeff Butler,
Chief of Operations, Community
Clinic Network

“

Continue to learn the system and understand your role and responsibilities. Always be willing to continue to learn.

”

Jesse Guevara, Practice Manager

“

Be willing to say “yes” to opportunities that scare you. As cliché as it sounds, sometimes taking that leap of faith and trying something different may allow you to gain knowledge that you didn’t know you needed for your next opportunity.

”

Anneah Williams,
Nurse Recruitment Supervisor



Importance of
**STRATEGIC
THINKING**



STRATEGIC THINKING

Thinking strategically about your career is essential for long-term success and fulfillment. It allows you to take control of your professional life, set meaningful goals, and make informed decisions that align with your values and aspirations.

Here's why strategic career thinking is crucial:

1. Clarifies Long-Term Goals

- **Purposeful Direction:** Helps define clear career goals, ensuring you're moving in the right direction rather than just reacting to opportunities.
- **Intentional Decisions:** Allows you to make choices that align with your long-term aspirations, not just short-term desires.

2. Maximizes Opportunities

- **Proactive Approach:** Identifies potential career opportunities early, enabling you to position yourself ahead of industry trends.
- **Networking:** Encourages building strong connections with mentors and peers who can guide and support your growth.

3. Fosters Continuous Learning and Growth

- **Skill Development:** Helps you focus on the skills needed to achieve your career goals, keeping you competitive and relevant.
- **Adaptability:** Prepares you for changes in your industry, making it easier to stay ahead of the curve.

4. Increases Job Satisfaction

- **Alignment with Values:** Ensures that your career matches your personal interests and strengths, leading to greater fulfillment.
- **Work-Life Balance:** Encourages making decisions that prioritize both career success and personal well-being.

5. Enables Effective Decision Making

- **Informed Choices:** Helps you evaluate career decisions based on long-term benefits rather than short-term rewards.
- **Risk Mitigation:** Assists in weighing potential risks and preparing for uncertainties.

6. Increases Professional Value

- **Personal Branding:** Strategic thinking helps you build a strong reputation and personal brand.
- **Marketability:** Positions you as an expert in your field, increasing your appeal to employers and clients.

7. Prepares You for Career Transitions

- **Anticipating Change:** Prepares you for shifts in your career, allowing you to adapt smoothly to new roles or industries.
- **Managing Setbacks:** Helps you navigate challenges by providing a strategic approach to overcoming obstacles.

8. Improves Leadership and Impact

- **Visionary Thinking:** Enhances your ability to lead with purpose and inspire others.
- **Influence:** Builds authority and enables you to make a greater impact in your field or organization.

9. Ensures Financial Stability and Growth

- **Salary Negotiation:** Helps you assess your worth and negotiate better pay based on skills and experience.
- **Career Advancement:** Encourages proactive steps toward promotions or new opportunities, ensuring financial growth.

10. Helps You Achieve a Balanced Career

- **Work-Life Integration:** Strategic thinking allows you to balance career aspirations with personal life, leading to overall happiness.

By thinking strategically about your career, you set yourself up for success, adaptability, and fulfillment. This mindset helps you navigate challenges, seize opportunities, and stay focused on what truly matters in your professional journey.



KEY QUESTIONS TO ASK YOURSELF

AS YOU THINK STRATEGICALLY ABOUT YOUR CAREER

What do other people think you're great at doing?

What activities bring you joy and make you smile?

What are the core values that drive you professionally?

What next steps or career options are available to you?

What positive impact do you want to create?

What are your perceived roadblocks?

What is your motivation, or “why” you do what you do?



VISION BOARD

Remember, cultivating gratitude is a powerful practice that can positively impact your mindset and overall well-being. Enjoy this ritual and watch how it contributes to fulfilled life.

Day: _____ Month: _____ Year: _____

Career Goals

6 Months

1 Year

3 Years

5 Years

10 Years



Professional development
RESOURCES



TRAINING CHALLENGE

PROFESSIONAL DEVELOPMENT

Affirmation:

I am committed to my growth and continuous improvement. Each day, I embrace new opportunities to learn and expand my skills.

This is a sample of how to map out future development courses that you would like to take. The page after this is blank for you to fill out on your own.

Emotional Intelligence

**Workplace Productivity:
Getting Things Done**

Conflict Management

**Giving and Receiving
Feedback**

**Resilience in the Job Search
Process**

DiSC Work Style Assessment

Mitigating Stress and Burnout

Generations in the Workplace

Coaching Skills for Leaders

**LinkedIn Learning: Search
any skill or topic and watch a
video course**

Presentation Skills

**Employee Engagement:
Engagement MAGIC**

Many of the courses listed above are available in our [UCLA Health Course Catalog](#). UCLA Health team members can attend these courses free of charge.



15 DAYS CHALLENGE SELF-CARE

Affirmation:

I will follow this routine everyday for the next 15 days and become a better version of myself.

This is a sample self-care routine. The page after this is blank for you to fill out on your own.

Day 1

Get sleep

Day 2

Read a book

Day 3

Eat vegetables

Day 4

Meditate

Day 5

Do yoga

Day 6

Call a friend

Day 7

Get coffee

Day 8

Eat a fancy lunch

Day 9

Slow your pace

Day 10

Skincare

Day 11

Go for a walk

Day 12

Practice gratitude

Day 13

Call family

Day 14

Drink fresh juice

Day 15

Get in a good workout



15 DAYS CHALLENGE SELF-CARE

Affirmation:

I will follow this routine everyday for the next 15 days and become a better version of myself.

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Day 8

Day 9

Day 10

Day 11

Day 12

Day 13

Day 14

Day 15



RESOURCES

for you

RESOURCES FOR YOU

Finding your “dream job” isn’t just about landing a job—it’s about discovering a place, a role, and an environment that brings out your best and aligns with your goals.

Use these resources to help you stay motivated, overcome challenges, and find fulfillment in your professional journey.

Let’s start building your path to success, one step at a time.

- [Recruiter Meet and Greet for UCLA Health Employees](#)
 - Make a Date for Career Growth (both in-person and virtual options are available)
- [LinkedIn Learning](#)
(a free resource for UCLA Health employees)
- [Learning and Development](#)
- [Leadership Development Roadmap](#)
- [UCLA Extension](#)





CAREER DEVELOPMENT ARTICLES

[How to Speak with Your Manager About Your Career Growth](#)



Harvard Business Review

[How to Get Started with the Job Search Process](#)



Indeed

[How to Leverage Your Existing Skills into a New Career Area](#)



Forbes

[How to Make a Great Impression When Interviewing](#)



Indeed

[How to Build a Career You Won't Hate](#)



Harvard Business Review

[Think Strategically About Your Career Development](#)



Harvard Business Review

[Proven Resume Hacks to Stand Out](#)



YouTube video, Career Shakers

[How to Ask for Feedback at Work](#)



Indeed