

# 12 STEPS TO SUCCESS

## Career Planning & Goal Setting

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Use this tool to help plan your career and setting your goals.

**1** Use the American Animal Hospital Association template to create your mission and SMART (Specific, Measurable, Attainable, Realistic, Time-based) goals.

To *[what you want to be, have, or do]* by *[date, year, or a time span]* so I can *[what achieving the aspiration you wrote in the first blank will let you experience, contribute, or provide]*.

To make this happen I will *[the most important actions or attitudes you must stop, start, or modify]*.

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Once you've created your mission and goals, keep them visible so you don't lose sight of them.

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**2** One of the keys to landing the right job is knowing what you will and will not compromise.

Use the following table to help create this list. Items to consider could include:

- Compensation (determine your bare-minimum salary; understand the impact your production will have on this amount)
- Written pain-management protocols
- Practice location
- No after-hours emergency work

Negotiable	Non-Negotiable

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### **3** Interviewing the practice demonstrates to the practice owner or manager that you are serious about finding the right workplace.

Begin by asking for a job description so you can relate your skills and background to the position throughout the interview and consider following with these questions:

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| <p><b>a.</b> What medical and character traits will ensure success at your practice?</p> <p><b>b.</b> Why has the position become available?</p> <p><b>c.</b> What major challenges will I face?</p> <p><b>d.</b> Do you offer mentorship?<br/>What does it mean to you?<br/>How will you measure my progress?</p> <p><b>e.</b> What established protocols do you have?</p> <p><b>f.</b> Can you describe the number of team members, their experience, and their positions in the practice?</p> | <p><b>g.</b> What will influence my revenue production?</p> <ul style="list-style-type: none"><li>■ Active clients per veterinarian</li><li>■ Average number of new clients per month</li><li>■ Average Client Transaction (ACT)</li><li>■ Average production per veterinarian.</li></ul> <p><b>h.</b> When will you make your selection?</p> |
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