



Mentoring Goal Setting Worksheet

Section 1: Aims

List broad aims you want to achieve through mentoring. Examples:

- Improve leadership skills
- Build confidence in public speaking
- Expand professional network
- Develop technical expertise in [specific area]
- Prepare for career advancement

Section 2: SMART Goals Framework

Make each aim into a SMART goal. Use the template below:

Aim	Specific	Measurable	Achievable	Relevant	Time-bound
Improve leadership skills	Lead a team project at work	Receive positive feedback from manager & team	Project scope is manageable with current skills	Builds leadership experience for career growth	Complete within 6 months
Build confidence in public speaking	Deliver a presentation to department	Track number of presentations delivered & self-assess confidence	Practice with mentor support	Public speaking is key to career success	Give 3 presentations in next 4 months
Expand professional network	Attend industry events	Connect with 10 new professionals on LinkedIn	Events are accessible locally/online	Networking supports career opportunities	Achieve within 3 months
Develop technical expertise	Complete online course in [topic]	Pass course assessments	Course fits schedule & skill level	Technical skills are relevant to role	Finish course by end of quarter
Prepare for career advancement	Apply for internal promotion	Submit application & attend interview	Role aligns with experience	Supports long-term career plan	Apply within next 12 months

Section 3: Action Plan

- **Steps to take:** Break each SMART goal into smaller tasks.
 - **Resources needed:** Training, mentor guidance, networking opportunities.
 - **Check-ins:** Schedule regular reviews with mentor (monthly/quarterly).
 - **Progress tracking:** Use journal, spreadsheet, or app to monitor progress.
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Section 4: Reflection

- What challenges might arise?
 - How will you overcome them?
 - What support do you need from your mentor?
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