

Goal Setting Worksheet



Have the mentee indicate his/her level of interest in the following activities. Rate the interest level as a 1, 2 or 3; with 1 being the lowest and 3 being the highest.

	Low	Medium	High
Gain insight into the mentor's academic experience	1	2	3
Introduction to professional contacts and colleagues	1	2	3
Attend a professional meeting or event	1	2	3
Attend a staff meeting with mentor	1	2	3
Shadow mentor at workplace	1	2	3
Critique of mentees resume or cover letter	1	2	3
Develop interviewing skills	1	2	3
Assist with decision process to attend graduate school or obtain additional certifications	1	2	3
Guidance on how to best seek a job or internship	1	2	3
Receive information on relevant career journals and magazines	1	2	3
Receive feedback on professional presence and conduct	1	2	3

Tips for Successful Goal Setting

Make sure it is something you really want. To make it happen, you need dedication and commitment. Think about your goals and confirm whether you are willing to sacrifice the time and effort to achieve them.

Break up your goal into smaller sub-goals. If you have a large goal, it is a good idea to break it up and make little goals that are more manageable to achieve.

Think S.M.A.R.T. When setting goals, a good system to go by is SMART:

Specific: It is great to have a clear, concise title to your goal, but you should also describe it in more detail. For example, "become employed after college" could be described with "build my resume so that I am marketable and employable after college".

Measurable: Try to write a goal that you can measure numerically and establish criteria for how to achieve your goal. A goal can be much more motivating if you track and record your progress, and see how you are doing.

Action-Oriented: Be proactive in taking action that will result in reaching your goal.

Realistic: Can your goal really be done? Think not only about the goal, but about your circumstances.

Trackable: How much time will you have to put in on a regular basis to achieve this goal?

How long from now do you plan to achieve this goal?