



Goal Setting Framework Worksheet

Self-Reflection

Self-reflection is a fundamental step in the goal-setting process. By engaging in self-reflection, mentees can gain deeper insights into their values, aspirations, strengths, and areas for growth. This introspective practice enables mentees to better understand themselves and sets the stage for effective goal setting. To facilitate meaningful self-reflection, mentees should consider the following prompts:

1. What are the values and passions that drive you? What aspects of your personal or professional life bring you the most fulfillment and satisfaction?
2. What are your unique strengths and skills? What do you excel at, and how can you leverage these strengths to achieve your goals?
3. What are the areas in which you would like to grow and develop? Are there specific skills, knowledge, or experiences you seek to acquire during the mentorship program?
4. What is your long-term vision for your personal and professional life? How do you see yourself in the future?
5. What challenges or obstacles do you anticipate encountering on your journey? How can you proactively address or overcome these challenges?

SMART Goals

What are SMART goals?

Specific: A specific goal is clear, well-defined, and focused. It answers the questions: What exactly do you want to achieve? Why is it important? Who is involved?

Measurable: A measurable goal has concrete criteria for tracking progress and determining success. It involves quantifiable or observable outcomes.

Achievable: An achievable goal is realistic and within your reach. It considers your resources, skills, and current circumstances. It should be challenging enough to motivate you, but not so overwhelming that it becomes unattainable.

Relevant: A relevant goal is aligned with your overall objectives, values, and the context of your mentorship program. It should have a direct impact on your growth, development, and desired outcomes.

Time-bound: A time-bound goal has a specific timeframe or deadline. It creates a sense of urgency and provides a timeline for action.

Goal Setting Template

Goal Description:

[Describe your goal in a specific and concise manner, highlighting what you aim to achieve.]

Timeline:

[Specify the timeframe or deadline for accomplishing your goal.]

Resources Needed:

[List the resources, tools, or support you will require to work towards your goal. This can include mentorship, training programs, books, or any other relevant resources.]

Measures of Success:

[Define how you will measure your progress and determine the success of your goal. Identify specific metrics, criteria, or indicators that will indicate your achievement.]

Tips:

- Prioritize goals based on importance and feasibility.
- Break down each goal into smaller, actionable tasks that will allow you to focus on specific actions that contribute to your overall goals. Each task should be clear, specific, and measurable.
- Establish deadlines or milestones for each task to track your progress effectively. Ensure that your deadlines are realistic and achievable within the available resources and timeframe.

Review and Evaluation

Periodically review and evaluate your goals. Assess your progress, identify any challenges or changes in circumstances, and adapt your goals accordingly. This flexibility ensures that goals remain realistic and achievable. Regular reflection will help you stay focused and make the most of your mentorship experience.