



Goal Setting Worksheet

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**MENTORING
RESOURCES**

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Mentoring Program

GOAL SETTING WORKSHEET

Start by thinking about different areas of improvement you would like to work on with your mentor. Prioritize them on a scale from 1 to 3 (1 - most important, 2 - medium importance, 3- not important right now), then list your specific concerns in this area.

Being a Good Leader/Manager Priority: Concerns:	Building Relationships/ Networking Priority: Concerns:	Creating Work/Life Balance Priority: Concerns:
Developing My Career Priority: Concerns:	Changing Jobs or Career Paths Priority: Concerns:	Working Successfully in the Field Priority: Concerns:
Learning More About My Interest Areas Priority: Concerns:	Improving My Technical Skills Priority: Concerns:	Understanding the Culture of the Profession Priority: Concerns:

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<p>Preparing for Promotion</p> <p>Priority:</p> <p>Concerns:</p>	<p>Furthering My Education</p> <p>Priority:</p> <p>Concerns:</p>	<p>Dealing with Difficult People</p> <p>Priority:</p> <p>Concerns:</p>
<p>Managing Change</p> <p>Priority:</p> <p>Concerns:</p>	<p>A Recent Promotion</p> <p>Priority:</p> <p>Concerns:</p>	<p>Other:</p> <p>Priority:</p> <p>Concerns:</p>
<p>Other:</p> <p>Priority:</p> <p>Concerns:</p>	<p>Other:</p> <p>Priority:</p> <p>Concerns:</p>	<p>Other:</p> <p>Priority:</p> <p>Concerns:</p>

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Next, look at the areas you marked as MOST IMPORTANT and the concerns you listed in those areas. Translate those concerns into goals, remembering that goals should be SMART:

- **SPECIFIC** - Is this goal narrow enough?
- **MEASURABLE** - How will I be able to tell whether I've achieved this goal?
- **ATTAINABLE** - Can I create an action plan that leads me to achieving this goal?
- **REALISTIC** - Is it reasonable to expect that I will achieve this goal?
- **TIMELY** - Can I achieve it by my deadline?

Use this area to define your goals, commit to a deadline, and note what you have achieved throughout the program.

GOALS	DEADLINE	DEFINE SUCCESS
1.		
2.		
3.		
4.		
5.		

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