

EBL MENTOR MATCH: 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).

List your specific concerns in this area.

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

<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>

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.		