

GOAL-SETTING WORKSHEET

Explore different areas that you are dealing with in your work and personal life.

STEP 1
DISCOVER

Filter the list and reduce it to three areas that would be relevant to mentoring.

Area 1

Area 2

Area 3

STEP 2
FILTER

Define and clarify three primary goals.

Goal 1

Goal 2

Goal 3

STEP 3
DEFINE

What is needed to achieve these goals?

STEP 4
NEEDS
ANALYSIS

What can get in the way of you achieving your goal?

Goal 1

Goal 2

Goal 3

STEP 5
BLOCKAGES

Write down milestones with a timeline first and then an action plan for each milestone.

Milestone & Action

Milestone & Action

Milestone & Action

STEP 6
MILESTONES

Milestone & Action

Milestone & Action

Milestone & Action

STEP 7
ACTION
PLAN

Milestone & Action

Milestone & Action

Milestone & Action