

# NC EMERGING LEADERS MENTOR/MENTEE 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*).

List your specific concerns in this area.

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

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