



Nursing Leadership Mentoring Program

Goal Setting Worksheet.

Goal Setting Worksheet

In your initial meetings, it may be useful to identify some individual and shared goals you would like to achieve during your relationship and create a plan to achieve these goals.

You may like to create multiple short-term goals that can be achieved within a few months, focus on a longitudinal goal that can carry across the duration of the program and into the foreseeable future, or a mix of both.

Identifying Areas for your Goals

You may like to set goals in the following areas (please note that you are not limited to these suggestions):

- **Networking**
 - Help identifying contacts who can be helpful to you, and how to approach them
- **Problem Solving**
 - Advice about courses of action to address a specific problem
 - Thinking through or role-playing difficult situations that you need to negotiate
 - Advice about participation in professional organizations and conferences
- **Professional Development**
 - Help with career aspirations and goal-setting
 - Information about how to advance into leadership positions
 - Formulation of career goals and timelines
- **Psychosocial**
 - Someone with whom you can share experiences based on identity markers e.g. gender, race, class, sexual orientation
 - Perceptions of how you come across
- **Skills Oriented/Informational**
 - Help with time-management
 - Help acquiring or improving skills, such as how to give a talk, how to positively relate to others, managing team dynamics, etc
- **Work-Life Balance**
 - Balancing personal interests and family time



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Developing your goal

Once you have identified the areas you would like to focus on, we recommend using the S.M.A.R.T. goals approach to develop your goal.

S.M.A.R.T. goals are: Specific, Measurable, Attainable, Relevant, Time-Bound.

Fill out the **S.M.A.R.T. Goal Template** provided on the next page and consider using your regular meetings as an opportunity to track your progress.

Questions to consider when forming your S.M.A.R.T. goals:

1. What do you want to achieve at this moment in time and in your career?
2. What are you doing well that is helping you achieve your goals?
3. What are you not doing well that is preventing you from achieving your goals?
4. What can you do differently tomorrow, in a week, and in a month to meet those challenges?
5. How can your mentor help you in achieving your goals



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Name:
Specific: What exactly will you accomplish?
Measurable: How will you know when you've reached this goal? Is there a way to quantify your success?
Attainable: What support do you need to attain this goal? What could prevent you from attaining it and how will you overcome these challenges?
Relevant: Why is this goal important to you and how will it impact you in the future?
Time-Bound: When will you reach this goal? Are there checkpoints within this goal you can use to track your progress? When you complete the goal, how will you celebrate?