

With help from your mentor, use this action plan worksheet to set mentoring goals based on your mentoring objectives.

- Effective goals should be smart, focused and realistic.
- Focus on competencies that are important to your business or organization.
- Look for opportunities to learn by doing, as well as observing and listening.

1. Mentorship objectives:

2. Mentoring goals (to be completed after meeting with mentor):

What specific competency do I want to develop	What action is needed to develop this competency	Beginning date and ending date	My business will experience the following	I know I have achieved this goal when