



ISAPS Mentor Program: Goal Setting & Reflections Worksheet

1. Introduction

This worksheet helps mentors and mentees define clear, actionable objectives and track progress throughout the mentorship journey. This should be **started during or following the initial meeting** between the mentor and mentee, then continue to work on it throughout your mentorship.

2. Mentorship Information

Mentee Name: _____

Mentor Name: _____

Mentorship Start Date: _____

Mentorship Review Date: _____

Expected Meeting Frequency (e.g., weekly, bi-weekly, monthly): _____

Preferred Meeting Format (e.g., in-person, virtual, phone): _____

3. Communication & Feedback

Preferred communication method (e.g., email, phone, video calls): _____

Response time expectations: _____

Frequency of feedback exchange: _____

4. Goals & Objectives

List up to three primary goals for this mentorship. If you need support with defining your SMART goals, use the [Guide to Effective Goal Setting](#) to help define them.

Goal	Importance of Goal	Expected Outcome	Target Completion Date	Progress Notes	My Success Criteria
<i>Example: Improve confidence in handling complex</i>	HIGH	<i>Learn strategies for discussing surgical risks, managing expectations, and</i>	<i>Jan 30, 2026</i>	<i>Had two sessions with mentor reviewing real case scenarios and role-playing responses.</i>	

<i>patient consultations</i>		<i>handling difficult patient questions.</i>			
<i>Example: Build a strong professional network</i>	MEDIUM	<i>Establish meaningful connections within the aesthetic plastic surgery community</i>	<i>March 15, 2026</i>	<i>Attended an ISAPS networking event and connected with three surgeons specialising in breast augmentation.</i>	
<i>Example: Develop business and practice management skills</i>	LOW	<i>Gain insights into financial planning, marketing, and patient acquisition for a private practice</i>	<i>May 30, 2026</i>	<i>Discussed practice models with mentor and reviewed key financial considerations.</i>	

5. Action Plan

Outline steps to achieve each goal and identify resources or support needed.

	Action Steps	Resources/Support	Action Deadline	Progress Notes
Goal 1				

Goal 2				
Goal 3				

6. Progress Checkpoints

Set review dates to assess progress and adjust goals as needed.

Checkpoint 1: _____ (Date) – Notes: _____

Checkpoint 2: _____ (Date) – Notes: _____

Checkpoint 3: _____ (Date) – Notes: _____

7. Challenges & Support Needed to Reach Mentorship Goals

	Current Challenges Faced	Potential Solutions	Resources/Support Required	Progress Notes
Goal 1	<i>(Example: Unsure about the best career path – whether to pursue academic medicine, private practice, or a hybrid approach).</i>	<i>(Example: Arrange a session dedicated to discussing career trajectories and long-term planning).</i>	<i>(Example: Need insights from mentor on different career paths and their long-term benefits).</i>	
Goal 2				
Goal 3				

Goal 4				

8. Reflection & Adjustments

Overall progress made towards initial goals:

Example: Developed confidence in handling patient conversations, expanded professional network, and gained insights into practice management.

Key successes and accomplishments:

Example: Established a personal branding strategy, connected with key professionals in the industry, and improved ability to handle difficult patient discussions.

Lessons learned so far:

Example: The importance of clear communication with patients, networking with intention, and early financial planning for career stability.

What adjustments need to be made?

9. Final Review & Completion

Were the goals achieved? (Yes/No) _____

Key learnings from the mentorship:

Next steps for continued growth:

Once the mentorship is complete, mentees must submit this fully completed worksheet to ISAPS as part of their required materials to receive their program completion certificate.