**ISAPS Mentor Program:**

**Goal Setting Worksheet**

This worksheet helps mentors and mentees define clear, actionable objectives and track progress throughout the mentorship journey.

**1. Mentee Information**

Mentee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Defining Key Goals**

List up to three primary goals for this mentorship. If you need support with defining your goals, we have created a useful [resource to help you setting goals](https://isapsorg.sharepoint.com/%3Aw%3A/s/Committees-MentorProgramCoordinator/ETbJrqyX3JhDj4CM25QCQE0BXi405erxFHIf-q6AArD2_Q?e=O81IKF) in an aesthetic plastic surgery Mentorship:

**Goal 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Why is this goal important? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Success measurement criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Why is this goal important? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Success measurement criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Why is this goal important? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Success measurement criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Action Plan**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action Steps | Resources/Support | Deadline | Progress Notes |
| Goal 1 |  |  |  |  |
| Goal 2 |  |  |  |  |
| Goal 3 |  |  |  |  |

**4. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Reflection & Adjustments**

What challenges have been encountered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What adjustments need to be made? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional support or resources needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Final Review & Completion**

Were the goals achieved? *(Yes/No)*

Key learnings from the mentorship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next steps for continued growth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This framework serves as a roadmap to ensure meaningful progress and a successful mentorship experience.