**Mentoring Session: Goal Setting Worksheet**

**Mentee Name: Mentor Name: Date:**

Session Objective:  
This worksheet is designed to help you define clear, actionable career goals and develop a structured plan to achieve them. Goal setting is a key step in career development, helping you stay focused, motivated, and ready to adapt as opportunities arise.

**Before the Session: Defining Your Goals**

**1. Where Are You Now?**

* What are you currently studying, working on, or aspiring towards?
* What experiences, skills, or strengths do you already have that will help you in your career?
* What challenges or uncertainties are you facing?

**Your Reflection:**

**2️. Where Do You Want to Be? (Long-Term Goals)**

* Where do you see yourself in **5 years**? (Think about your ideal job, industry, or professional role.)
* What kind of impact do you want to make in your career?
* What motivates you the most in your field of interest?

**Your Vision:**

**3️. How Do You Get There? (Short-Term Goals & Actions)**

To reach your long-term career goals, you need **small, achievable steps** along the way.

* What skills or experiences do you need to develop before graduation?
* Are there internships, projects, or professional development opportunities you can pursue?
* What networking or mentoring support do you need to help you progress?

**Your Action Plan for before graduation:**  
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**During the Session with Your Mentor**

**Instructions: Work through these activities with your mentor, using the WIN model to guide collaborative problem-solving.**

**1. Applying the WIN Model**

* **W – What?  
  Discuss your career goals and what challenges or uncertainties you are facing.**
  + - **Answer:**
* **I – Imagine Solutions  
  Brainstorm potential solutions and pathways with your mentor.**
  + **What solutions did you and your mentor imagine together?**
    - **Answer:**
* **N – Next Steps  
  Agree on actionable steps to implement these solutions.**
  + **What are your next steps?**
    - **Answer:**

**After the Session**

Keeping on Track

* **Review your progress every 3-6 months** – are you moving towards your goals?
* **Be flexible** – your goals may evolve, and that’s okay!
* **Stay accountable** – check in with your mentor or career support services for continued guidance.

**What’s one action you will take this week to start working towards your goal?**

**Who can you reach out to for additional support or opportunities?**

**Practical Next Steps for Goal Setting**

Setting clear career goals is essential for staying motivated and making progress in your professional journey. Here are three practical steps to help you define, refine, and achieve your goals.

**Clarify Your Career Goals**

**Why?** Having a clear vision of where you want to go will help you focus your efforts and identify the best opportunities to get there.

**Action Steps:**

* Write down your **long-term goal** (where you see yourself in five years).
* Break it down into **short-term goals** (skills, experiences, or milestones to achieve in the next 6-12 months).
* Research potential career paths, industries, or roles that align with your interests and strengths, and where to apply for them.

**Guidance:** Your goals should be **SMART** – Specific, Measurable, Achievable, Relevant, and Time-bound. If a goal feels too broad, narrow it down into smaller, actionable steps.

**Identify Skills and Experiences You Need**

**Why?** Understanding the skills and experiences required for your target career will help you focus your learning and development efforts.

**Action Steps:**

* Research job descriptions and person specifications in your field to identify key skills employers look for.
* Assess your current skills and experience – what gaps do you need to fill?
* Find ways to develop these skills through internships, courses, volunteering, or mentorship.

**Guidance:** If you’re unsure where to start, speak to a [**careers advisor**](mailto:erasmus@qub.ac.uk) or your **mentor** for guidance on industry expectations and professional development opportunities.

**Take Action and Stay Accountable**

**Why?** Setting goals is just the first step – consistent action and regular reflection will keep you on track.

**Action Steps:**

* Create a **timeline** for your short-term goals and set deadlines for each step.
* Find an **accountability partner** (a mentor, peer, or coach) to check in on your progress.
* Review your goals every **3-6 months** to track progress, adjust as needed, and celebrate achievements.

**Guidance:** Career paths are rarely linear. Be open to **adapting your goals** as you gain new experiences and insights. Regularly revisiting and refining your plan will help you stay motivated and proactive.