

## Mentorship Program

# Personal Action Planning

#### **Focus on the Future**

Use the matrix below to map your existing skills, experience, abilities, and knowledge, and those required to achieve your vision for the future.

Where are the gaps?

	My Strengths	My Goals	What are the gaps between my strengths & goals?
Skills Your proficiency in certain areas = things you can do			
Experience Situations you've learned from = things you've done			
Abilities Innate talents and personality = who you are			
Knowledge Information in awareness = things you know			



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## Top 3 Personal Goals

Take a look at your vision, strengths, and gaps and choose the top three things you'd like to focus on this year. Try to be both specific and realistic in your goal setting.

What are the top three skills or knowledge I hope to develop in my mentoring relationship?
What three things would I like to learn from another person to help me achieve my vision?
What three things would I like to share in a mentoring relationship?
My mentoring relationship would be successful if I accomplished these three things:  1.
2.
3.
Congratulations! You are now ready to connect with a mentor or mentee.