

Goal Setting Worksheet

Step 1: Prioritize Focus Areas and List Concerns

Concerns / Areas to Discuss with Mentor	Priority (1–3)	Focus Area
		Leadership & Management Skills
		Building Relationships / Networking
		Work/Life Balance
		Career Development / Advancement Planning
		Exploring New Career Paths / Job Transitions
		Success in Community Association Roles
		Learning More About CAI Interest Areas
		Improving Technical or Professional Skills
		Understanding Industry Culture & Ethics
		Preparing for Promotion
		Continuing Education / Certification (CMCA, AMS, PCAM)
		Navigating Difficult Conversations / Team Dynamics
		Managing Change
		Adjusting After a Recent Promotion
		Other: _____

Step 2: Define Your SMART Goals

Use the space below to turn your top-priority concerns into SMART goals.

How Will You Define Success?	Deadline	Goal
		1.
		2.
		3.
		4.
		5.

Work with your mentor to define your goals, determine your timeline, and identify what success will look like.