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FOR WOMEN**

# Supporting your mentee to take action towards her goals

## Introduction

Supporting your mentee in achieving her goals is an critical aspect of mentorship. While it may seem straightforward initially, it can become complex and challenging. As a mentor, your role is to empower your mentee by helping her build confidence, trust her instincts, and make informed decisions. This guide outlines actionable steps to assist your mentee in turning her goals into tangible results.

## Break down the goal

Big goals can often feel overwhelming. To make them more manageable, break them down into smaller, achievable milestones. This approach helps demystify the process and provides a clear path forward.

Questions to ask:

- What are the key milestones leading to your long-term goal?
- What needs to happen first to get started?
- Where do you want to be in one month, three months, or six months?

## Create an action plan

A well-defined action plan serves as a roadmap to reach the end goal. Think of it as a detailed guide with specific instructions. Your mentee needs to identify the actions required, the sequence of these actions, and the resources needed.

Questions to ask:

- What are the immediate actions you need to take?
- What's the first step, and what comes next?
- What resources or tools will you need to accomplish each step?



## **Identify and plan for obstacles**

Obstacles are inevitable. Anticipating potential challenges and preparing for them will help your mentee stay on track and avoid discouragement.

Questions to ask:

- What potential obstacles could arise?
- How will you address these challenges if they occur?
- How will you prioritise tasks in the face of these obstacles?
- What unforeseen issues might you need to account for?

## **Develop a backup plan**

A backup plan ensures that your mentee has alternatives if her original plan encounters major setbacks. This provides a safety net and keeps her focused on progress.

Questions to ask:

- What will you do if a significant obstacle arises?
- What contingency plans can you put in place?
- Do you have a secondary plan or a backup strategy?

## **Reconnect with motivation**

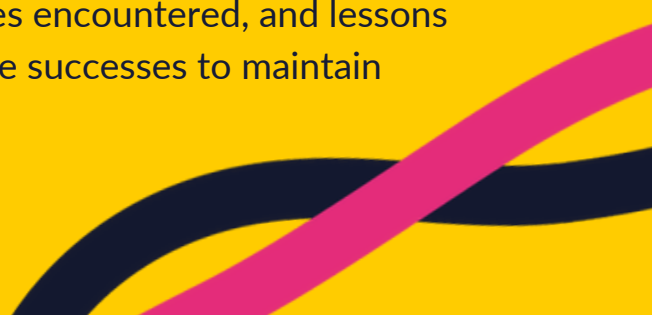
Regularly reconnect your mentee with her core motivations and the significance of her goals. This reinforcement helps sustain her drive and commitment, especially when facing challenges.

Questions to ask:

- What will achieving this goal mean for your broader life and future?
- How will it impact your emotional well-being?
- What are the potential benefits for your family and personal growth?

## **Check-in regularly**

During subsequent mentoring sessions, review progress and revisit the action plan. Evaluate what's working well, any obstacles encountered, and lessons learned. Adjust the plan as needed and celebrate successes to maintain momentum.





### **Questions to consider:**

- What progress have you made since our last session?
- Are there any steps or strategies that need adjustment?
- What challenges did you face, and how did you overcome them?
- What have you learned from the experience?

### **Summary**

Effective mentorship involves guiding your mentee through goal-setting and action planning, while also preparing for and managing obstacles. By breaking down goals, creating actionable plans, identifying challenges, and reconnecting with motivation, you can help your mentee stay focused and empowered. The ultimate aim is to enable your mentee to make informed decisions and build confidence, while you provide the necessary support and guidance.

Remember, your role is to support and facilitate, allowing your mentee to take ownership of her journey toward achieving her goals.

