

MBA Summer Internships: Goals Worksheet



Here are some of our suggestions for goals that you can set right from the start of your summer internship!

Career

- Learn how to utilize _____ and apply it in my final presentation
resource name
- Track ____ new things learned (about your role, company, etc.) per week
#
- Explore full-time opportunities with ____ companies
#
- Secure full-time offer by _____
point in time (e.g., end of summer)
- Get ____ recommendations on LinkedIn by end of internship
#
- Endorse (and get endorsed by) at least ____ of colleagues by end of internship
#
- Master _____ by July and offer to train others
skill

Professional Relationships

- Build strong relationships in my company by _____
point in time (e.g., end of summer)
- Take manager out to lunch by _____
date
- Grab coffee with ____ people by _____ in my company
date
- Sign up for ____ networking events in my new city
#
- Plan ____ informal intern events
#
- Join ____ organization(s) in my area with professionals in my industry
#
- Engage at least ____ professors in my summer project
#

Personal

- Explore ____ places in my city by _____
date
- Reconnect with ____ non-MBA friends by mid-summer
#
- Book travel to _____ by _____
location date