

## SETTING GOALS

Some mentors and mentees may never talk about setting goals for the future. Yet we all have to set goals in our personal and professional life. The pair may decide based on discussions that setting a short- or long-term goal and monitoring its progress toward completion would be helpful for the mentee. When that is the case, the mentor can help.

Below are some tips.

Remember that a mentee's goals must always be their own, not the mentor's goal.

Why do mentees need to set goals in the first place?

It is a chance for everyone to:

- Choose where you want to go.
- Decide what you want to achieve.
- Know where to concentrate your efforts.
- Build self-confidence which grows faster when you set and achieve goals.

What are S.M.A.R.T. goals?

**Specific** - Being clear about your goals and expectations is the first step to reaching them.

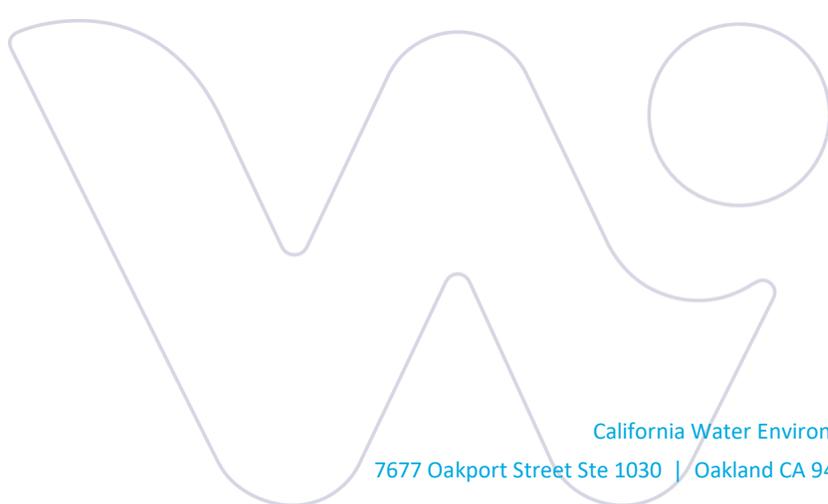
**Measurable** - If you cannot measure something, you can't tell if you're performing well or if you are off track and need to course-correct.

**Achievable** - It is important to look at your end objectives and design goals that are within realistic capabilities.

**Realistic (and relevant)** - Goals are useful only when they can actually be achieved.

**Time-bound** - Goals need start and end points, as well as benchmarks.

When setting goals, draw up a contract and assess your progress and pitfalls frequently. Chart the results. Reassess or reaffirm the value of the goals you have set. Remember that a mentee's goals must be their own. Mentors can work with mentees to break down larger goals into smaller, realizable ones.



**Goal Setting Exercise**

Mentee's Name: \_\_\_\_\_

Mentee's Goal: \_\_\_\_\_

Category in which my goal falls: \_\_\_ Personal \_\_\_ Career \_\_\_ Academic \_\_\_ Other

I want to achieve this goal because:

\_\_\_\_\_

Currently, my strengths, weaknesses and opportunities related to this goal are:

\_\_\_\_\_

What could prevent me from reaching the goal? (Obstacles, risks)

\_\_\_\_\_

Any sacrifices involved? (Time, money, changes) \_\_\_\_\_

Additional information and skills I will need to acquire?

\_\_\_\_\_

Who I will need help from to achieve the goal (my support team) \_\_\_\_\_

MY PLAN I will carry out these activities to reach my goal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My deadline for achieving this goal is: DATE \_\_\_\_\_

Date this plan is made: \_\_\_\_\_

Date to review this plan: \_\_\_\_\_