

In order to get the most of your time together in this program, it is important to discuss goals and expectations. This document is designed to help you set SMART goals together.

SMART Goal Setting Worksheet

| Make it: | Be sure to address: | Goal(s): |
|------------|---|--|
| Specific | What is it I am trying to accomplish? Is there another way to write this goal to make it clearer? | Goal 1: Goal 2: Goal 3: |
| Measurable | How will I know when I have accomplished the goal? How will I track and measure progress? | |
| Achievable | Are my goals achievable? Are there resources that need to be available in order to achieve my goals? Can I realistically achieve this goal within my specific time frame? | |
| Relevant | Is this a worthwhile goal? Is this the right time? Is this goal in line with my long-term objectives? | |
| Timely | What is the time frame for accomplishing my goals? How often am I going to work on this goal? | |

Adapted From: Meyer, Paul J (2003). "What would you do if you knew you couldn't fail? Creating S.M.A.R.T. Goals". Attitude Is Everything: If You Want to Succeed Above and Beyond. Meyer Resource Group, Incorporated, The. ISBN 978-0-89811-304-4.

SMART Goals Checklist

| Question | Yes/No |
|---|--------|
| 1. Is the goal clearly future oriented? | |
| 2. Is the goal realistic? | |
| 3. Will the goal be challenging enough for me? Will it be too challenging? | |
| 4. Will this goal require me to make a personal investment of time, energy, and effort? | |
| 5. Will this goal contribute to my growth and development? | |
| 6. Is this goal achievable within the time-frame of this relationship? | |
| 7. Will I feel a sense of pride and satisfaction in accomplishing this goal? | |
| 8. Will this goal produce concrete and measurable results? | |
| 9. Is this goal in my best professional or personal interest? | |

Adapted From: Zachary, Lois J. and Fischler, Lory A. The Mentee's Guide: Making Mentoring Work for You. San Francisco: Jossey-Bass, 2009.