

S.M.A.R.T. Goals

Specific: Be clear and specific so your goals are easier to achieve. This also helps you know how and where to get started.

Measurable: Measurable goals can be tracked, allowing you to see your progress. They also tell you when a goal is complete.

Actionable: Are you able to take action to achieve the goal? Actionable goals ensure the steps to get there are within your control.

Relevant: How does this goal help me? Is it worthwhile? If not, the goal might need to be re-thought out.

Time Bound: A set date helps us stay focused and motivated, inspiring us and providing something to work towards.

S	My goal is:
M	I will track my progress by:
A	I will take action by doing the following:
R	I know I can achieve this goal because:
T	I will achieve this goal by (date):

Mentorship Start Date: _____

Projected Mentorship End Date: _____

S.M.A.R.T. Goals

Mentee Name: _____ Mentor Name: _____

Meeting Date	Notes/Tasks	Due Date	✓