



Mentee SMART goal setting & action plan

SMART (Specific, Measurable, Achievable, Relevant, Time-framed)

How to set SMART Goals

1. Describe your long term goals

First consider your long term goals (> 5 years) which may relate to your career or personal life.

2. Describe your short term goals

Then shift to a shorter timeframe while keeping your long term goals in mind.

Choose up to three goals which you can achieve during your time as a mentee.

The following may help you come up with goals:

- Am I currently facing any issues which are hindering my career development?
- What strengths do I have which I can better utilise?
(E.g. writing, working in teams, leadership, teaching)
- What do I find challenging, make me feel drained or stressed?
(E.g. time management, working in teams, resolving conflicts, pressures at home)
- What helps me work more efficiently?
(E.g. deadlines, using my preferred learning styles, working in teams)

Each goal should satisfy the SMART criteria and preferably be expressed in one sentence.

3. Decide on a timeframe

Estimate a timeframe for achieving each goal.

4. Outline how you plan to achieve them

Write down some initial ideas. Consider possible barriers you may face, any resource needs and how your mentor can help you. More complex goals can be broken down into steps. Focus on one step at a time.

Review your goals

Your goals and progress should be reviewed at each meeting and can be updated regularly. Remember to celebrate achieving each goal before setting new ones.

Mentee		Mentor		Date	
S M A R T	Specific	Shouldn't be too broad			
	Measurable	Should be measurable to determine when the goal has been achieved			
	Achievable	Needs to be realistic and achievable			
	Relevant	A goal should be relevant to overall personal or professional goals			
	Time-framed	An expected timeframe should be decided on to achieve the goal			
Describe your <i>long-term</i> goals					
Goal 1 Statement					
Goal 2 Statement					
Goal 3 Statement					
Describe your <i>short term</i> goals					Timeframe
Goal 1 Statement					
How do you plan to achieve this goal?	Goal 1 Actions				

Describe your <i>short term goals</i>		Timeframe
Goal 2 Statement		
How do you plan to achieve this goal?	Goal 2 Actions	
Describe your <i>short term goals</i>		Timeframe
Goal 3 Statement		
How do you plan to achieve this goal?	Goal 3 Actions	
Who else can support you to achieve your goals?		
Name	How might they support you?	