

# SMART Goals:

Use the SMART goal setting criteria and framework on the next few pages to set the goals for the student mentee and the mentor.

A SMART goal is:

- ✓ Specific — The goal is clearly identified so that it answers the questions:
  - Who: Who is involved?
  - What: What do I want to accomplish? Is the goal a challenge or a stretch for the mentee and/or the mentor, with a focus on future development?
  - Where: Identify a location, if appropriate.
  - Which: Identify requirements and constraints, if any.
  - Why: Specific reasons, purpose or benefits of accomplishing the goal. Why is the goal important to your development and success?
- ✓ Measurable — The success toward meeting the goal can be measured. Measurement is objective and answers the question: How will I know if I've done it?
- ✓ Action-Oriented and Attainable — Action-oriented means you must identify the strategy or strategies for how you will achieve the goal. In addition, an attainable goal answers the question: Can the strategies be executed in the time frame I select?
- ✓ Realistic — To be realistic, a goal must represent an objective toward which you are both willing and able to work. A realistic goal answers the question: Am I willing and able to do this?
- ✓ Timely — The goal has a clearly defined time frame including a target date. Having a time frame answers the question: When will I achieve the goal?

## Goal Setting Framework

<b>Goal:</b> What do you want to achieve?	<b>Action Steps/Strategies:</b> What steps will you take to achieve the goal? Measurement/Objective	<b>Evidence:</b> How will you know when each goal is achieved? What will you be doing or saying differently?	<b>Celebration:</b> What will you do to celebrate reaching each goal?

## Evaluating the Goals

1. Is your goal clearly anchored in the future? How do we know that?
2. Is the goal realistic? What evidence do we have to support that it is?
3. Will the goal be challenging? That is, is it a stretch goal rather than a maintenance goal? In what ways?
4. Will this goal help you grow personally or professionally? How?

5. Will this goal require you to make a personal investment of time, energy, and effort? Is this something that you can manage?
6. Is this goal achievable within the timeframe of our mentoring relationship? What makes you think that it is (or is not)?
7. Will you feel a sense of pride and satisfaction in accomplishing this goal? How will that manifest?
8. Is attaining the goal in your best professional or personal interest and in the best interest of your organization? In what ways?

***Adapted from The Mentor's Guide: Facilitating Effective Learning Relationships (Lois J. Zachary, 2011)***