Mentoring Goals & Action Plan

Mentor _____ Date _____

Mentee _____ Date_____

S.M.A.R.T.	Questions...
Specific	Does your goal clearly and specifically state what you are trying to achieve? *If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.*
Measurable	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?
Attainable	Is achieving your goal dependent on anyone else? Is it possible to reframe your goal so it only depends on you and not others? What factors may prevent you from accomplishing your goal?
Relevant	Why is achieving this goal important to you? What values in your life does this goal reflect? What effect will achieving your goal have on your life or on others?
Time-bound	When will you reach your goal? *Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.*

My goals for the next 3 months:

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OBSTACLES / CHALLENGES *What obstacles stand in the way of you achieving your goal?*	
Obstacle	**How will you address the challenges if/when they arise?**

ACTION PLAN What specific steps must you take to achieve your goal? *This action plan may just get you started. Feel free to create a more detailed step-by-step plan.*		
Task / to-do item	**Expected completion date**	**Date actually completed**