

# 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.

<b>S</b>	My goal is:
<b>M</b>	I will track my progress by:
<b>A</b>	I will take action by doing the following:
<b>R</b>	I know I can achieve this goal because:
<b>T</b>	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	✓