

## Defining Goals

In defining your goal it is essential to set and follow some simple guidelines. These guidelines will assist you in setting SMART goals.

What is a SMART goal?

- ◆ Specific
- ◆ Measurable
- ◆ Attainable
- ◆ Rewarding
- ◆ Timely

To omit any one of the essential steps above will decrease the probability of achieving your goal.

**Specific:**

- ◆ See clearly what it is you want to achieve
- ◆ Have specific standards for that achievement
- ◆ Write your goal down

**Measurable:**

- ◆ Determine how to measure progress
- ◆ What criteria can you use to measure goal achievement

**Attainable:**

- ◆ Visualize realistic path
- ◆ Consider obstacles

**Rewarding:**

- ◆ Clarify why you want to reach this goal – what is your motivation
- ◆ Write down your reasons – use visuals if possible
- ◆ Imagine how you will feel once the goal is reached

**Timely:**

- ◆ Set specific time limit for goal achievement – deadline
- ◆ Protection from procrastination or perfectionism

## Writing an Action Plan

Writing an action plan will greatly assist you in achieving your Mentoring Relationship Goal.

Clarify your goal:

- ◆ Create a visual picture
- ◆ Make it a SMART goal

Write a list of actions:

- ◆ Brainstorm – write down all the actions you may need to take in order to reach goal
- ◆ List as many ideas as possible
- ◆ Do not edit

Analyze, prioritize and prune:

- ◆ Review your list of actions to determine what is absolutely necessary – highlight those that are essential
- ◆ What can be eliminated without consequences – strike them off your list

Organize your list into a plan:

- ◆ Review each action and what steps need to be taken to complete the action
- ◆ List the steps
- ◆ Place actions in a sequential order
- ◆ Assign responsibility for each action, i.e.: mentor or protégé
- ◆ Consider resources needed to complete each action
- ◆ Think about how long it will take to complete each action
- ◆ Assign a date of completion for each action
- ◆ Review plan once again

Monitor and review

- ◆ Review progress toward goal regularly
- ◆ What new information have you gathered
- ◆ Revise plan when necessary



## Mentoring Program Protégé Development

# Action Plan

Date: \_\_\_\_\_

Protégé: \_\_\_\_\_

Mentor: \_\_\_\_\_

**1. Goal:** Define your mentoring relationship goal concept using SMART goal guidelines.

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**2. Write a List of Actions:** List as many ideas as possible – do not edit.

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3. **Analyze, Prioritize and Prune:** Review the above list of actions. What can be eliminated in achieving your *Reality Goal Concept*? Cross them out. What is essential to achieving your goal? Highlight them.
  
  4. **Create your plan:** Organize your list of highlighted actions into a plan. What steps need to be taken to complete each action listed? Place your list of actions into sequential order. Review the plan once again to make sure you have not forgotten any necessary steps. Who will be responsible for each action? Who will be responsible for the completion of each action? Consider what resources (things, people, time) you will need to complete each action. List those. Consider the time table. How long will each action take? Give a reasonable amount of time. Assign a date for completion of each action.

Action	Steps	Resources Needed	Responsible Member	Target Date


5. **Monitor and review:** Review progress toward your goal. Set dates and times to review progress. What new information have you gathered? How does that impact your plan? Is it necessary to make revisions to your plan (target dates, resources needed)?

Meeting Date/Time	New Information	Changes Needed	Revisions Necessary