

LEEDS PROFESSIONAL MENTORSHIP PROGRAM

S.M.A.R.T. GOAL SETTING WORKSHEET

In order to get the most out of your mentoring experience, each student should set clear goals for each year in the program. Your mentor can work with you to further develop and refine those goals throughout the year. You should review your Mentoring Goals for the year with your mentor at your first meeting.

Use S.M.A.R.T. criteria to ensure that your goals are meaningful and motivating:

- **Specific** – Is your goal well-defined enough to be understood by your mentor?
- **Measurable** – How will you know when you have made progress or achieved your goal?
- **Achievable** – Do you have the resources to achieve your goal?
- **Relevant** – Is it meaningful and valuable to you personally or professionally?
- **Time-limited** – Do you have a deadline or phases for achieving/reviewing the goal?

Professional Development Goals:

1.

2.

Personal Development Goals:

1.

2.

Actions, Resources, Timeframe:

What actions and resources do you need to reach each goal? What is the deadline for completion? What can you do and where could your mentor help out?

Goals	Actions	Resources	Completed By

What are possible barriers that you may face as you strive to achieve your goals?