



# STEP BY STEP MENTORING PROGRAM

## *Caring and Growing... Together*

### GOALS

Setting goals is an important part of learning and growing. Goals should be realistic and reasonable, in order to be attainable. **SMART** goals are: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-related.

#### **Specific**

What do you want to achieve? How will you achieve it? Why is it important to you? Clearly define the outcome you want.

#### **Measurable**

Establish concrete criteria for measuring your success. Use actual numbers, target dates, or specific events to indicate when your goal has been achieved.

#### **Achievable**

Your goals should push you past your comfort point but you should still be able to attain them with effort and commitment.

#### **Relevant**

Your goals should be important to you and the outcome should impact your life. Likewise, you should have the ability to directly impact them. Don't set goals that aren't significant or that you can't do anything to impact achievement.

#### **Timely**

Your goals should have a time element established. This will keep you on track and prevent you from simply pushing a goal off infinitely into the distant future. It should matter now and you should have a sense of urgency about it.



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Prior to setting goals, one needs to **identify the behavior that will change**. In order to determine the behavior that will be changed ask:

“What am I doing now? (Mentee: I did not complete 10/20 homework assignments for English class.)

“What improvement would I like to make?” (Mentee: I would like to complete future homework English assignments.)

Then, discuss/reflect the above-mentioned questions/answers with mentor/mentee and set goal.

“How do I state that in an observable, measurable way?” (Mentee: I will complete 18/20 English assignments and hand them in on time.)

“The most delightful thing about goals: You *can* change them. They are not graven in stone. They are not chains, meant to lock you into some sort of ... bondage. Quite often, they change themselves before you realize what has happened: A goal that had meaning a year ago may not seem so important now, while another goal you might not have dared aspire to before suddenly seems attainable. Your interests may change, your dreams may change, your skills most certainly will change -- and as these change, your goals can (and should) change as well. The key is to remember that goals are not your destiny. They are simply highly effective tools that you can use to *reach* that destiny.” Moira Allen, 2001



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## GOALS

Name: \_\_\_\_\_

My SMART Goal

Date:

### **S**PECIFIC

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My Specific Goal:

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### **M**EASUREABLE

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How will my goal be measured? What will you see? What data will you bring to a session? E.g., list of homework assignments, agenda book

How will I know when my goal is accomplished?

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## **A**CHIEVABLE/ACTION ORIENTED

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Is my goal A challenge, but still possible to achieve?

Actions required to achieve my goal:

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## **R**ELEVANT/REALISTIC

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Is my goal realistic within the resources at hand?

Am I willing to commit to my goal?

Why do I want to reach this goal?

Is my goal relevant to my life purpose and my big picture?

Will achieving this goal help me lead the life that I want to have?

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# TIME -RELATED

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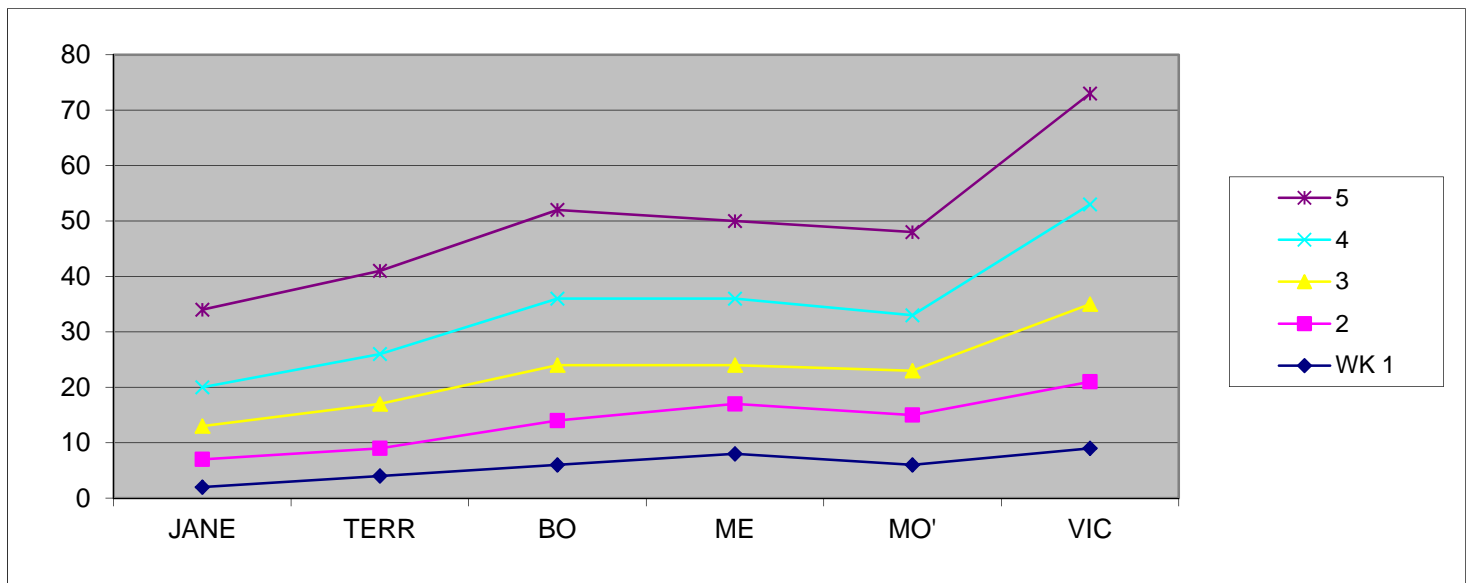
Is my goal trackable? How often will we review the data? How can we chart progress?

When will my goal be reached?

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Example of data chart:

	WK 1	2	3	4	5
JANE	2	5	6	7	14
TERR	4	5	8	9	15
BO	6	8	10	12	16
ME	8	9	7	12	14
MO'	6	9	8	10	15
VIC	9	12	14	18	20



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