SMART Goals Instructions

Below are instructions for setting your preliminary SMART goals. Thinking about your goals before your first meeting will help set-up your initial mentorship meeting and discussion. Once you’ve met and had a chance to discuss your goals and the other items on the Mentoring Partnership Agreement, you may change some or all of your goals—this is fine. However, please make sure that the final agreement you both sign and return is reflective of what you have both discussed and agreed upon.

What are SMART goals?

**Be Specific:** the goal statement should be concrete and action-oriented. What specifically are you trying to accomplish?

**Measurable:** how will I know when I have achieved the goal? How will I track and measure progress? How is success defined?

**Achievable:** the goal should require work, but be attainable. Is the goal too big or too small?

**Realistic:** do I have the ability and commitment to reach the goal? What additional resources of time, money, or capability will be needed to reach the goal?

**Timely:** there should be a specific time-frame for achieving the goal.

**Potential areas of focus for goal setting:**

- Develop professional expertise in a specific area of focus.
- Work on a specific academic goal such as a research project or grant proposal.
- Develop leadership abilities.
- Develop communication skills.
- Explore personal interests and abilities.
- Learn how to handle school-life-work balance.
- Explore future career paths and opportunities.
- Practice resume and cover letter writing or interview skills.