

## SMART GOALS

**SMART is an acronym that you can use to guide your goal setting. To make sure goals are clear and reachable, each one should be Specific, Measurable, Achievable, Relevant, and Timely.**

Enrollment & Pairing

Goals & Expectations

Mentoring Meetings

Assess Successes

Report Results

**Apply this content during the Goals & Expectations section of the Mentoring Lifecycle. Applying the best practices below will allow you to maximize your effectiveness when utilizing SMART goals.**

### Specific

- Your goals should be clear and specific. Answer the five "W" questions.
- A specific goal addresses questions like: What do I want to accomplish? Why is this goal important? Who is involved? Where is it located? Which resources or limits are involved?

### Measurable

- Measurable goals allow you to track progress, stay focused and motivated.
- A measurable goal addresses questions like: How much? How many? How will I know when it is accomplished?

### Achievable

- Your goals need to be achievable but stretch your abilities to allow for growth.
- An achievable goal addresses questions like: How can I accomplish this goal? How attainable is the goal, based on other constraints, such as financial factors?

### Relevant

- Your goals need to be relevant and align with other goals.
- A relevant goal addresses questions like: Does this seem worthwhile? Is this the right time? Does this match our other efforts/needs? Is it applicable in the current environment?

### Timely

- Every goal needs a target date, a deadline to focus on and work toward.
- A timely goal addresses questions like: When? What can I do six months from now? What can I do six weeks from now? What can I do today?



Utilize the Mentoring Action Plan to capture and track goals.