

# Mentoring Goal Achievement Plan

- Make sure the goals you set are achievements you really want to accomplish. You will be spending time and resources to achieve them so consider whether or not the focus and effort is worth the outcome.
- Make sure your goals are specific and achievable. If you are trying to accomplish a goal that may not be possible with your current resources, consider including objectives on securing the resources you'll need.
- Don't overwhelm yourself with too many commitments. Set yourself up for success by selecting one or two goals to focus on in order to make real progress.

*Use the table below to set high-level goals for your mentoring relationship, then break those goals into smaller objectives you want to meet in order to achieve your goals. Discuss your goals and objectives with your mentor at your first or second meeting to keep the relationship focused in the right direction*

Mentee		Mentor		Date
Career Vision:				

# Mentoring Goal Achievement Plan

Goal 1:			
Short Term Objectives	Action Steps	Timeline	Success Criteria
Objective 1			
Objective 2			
Objective 3			
Objective 4			
Goal 2:			
Short Term Objective	Action Steps	Timeline	Success Criteria
Objective 1			
Objective 2			
Objective 3			
Objective 4			

# Mentoring Goal Achievement Plan

Goal 3:			
Short Term Objective	Action Steps	Timeline	Success Criteria
Objective 1			
Objective 2			
Objective 3			
Objective 4			