

GOAL-SETTING

Mentee Goal-Setting

Why Set Goals?

- Goals allow you to set direction and choose where you would like to go
- Goals identify where to concentrate your efforts
- Goals build self-confidence when they are set and achieved
- Goals guide and direct behavior
- Goals provide clarity
- Goals provide challenges and standards
- Goals reflect what the goal setters consider important
- Goals help improve performance

The first step towards setting your goals is to consider what you want to achieve during the time you have with your mentor. Remember these goals are for you and are your own.

- **Think about goal(s) and write them down.** State what you want to do rather than what you don't want to do. Writing down your goals helps you focus and clarify your efforts. It also helps your mentor better understand what you want to achieve.
- **Review goal(s) regularly.** Put your goal(s) in a place where you see it every day. This will serve as a reminder of your set direction.
- **Prioritize your goals.** If you set more than one goal, list them by matter of importance to you. This is another way to help you focus on what is most meaningful to you.
- **Assess and reassess goal(s).** Be sure you understand why you want to achieve the goal(s) you have set. There is always room for reevaluation if your original goal was unrealistic or if your needs change.
- **Set yourself up for success.** Be realistic about the timeframes you set for each goal. Sometimes it is helpful to set smaller goals that will assist you with achieving the larger overall goals. Remember these are your goals and it is up to you to do the work. You can always ask your mentor for help and ask for feedback if you are feeling stuck.
- **Be honest with yourself.** It is important to set goals that you can achieve. Plan out how to work through any perceived challenges/obstacles that could prevent you from achieving your goal(s). At the same time, don't be afraid to challenge yourself.