

The logo features the word "PATHWAYS" in a large, bold, black sans-serif font. To the left of the "P", there is a stylized graphic consisting of a yellow arrow pointing right, a teal arrow pointing left, and a teal curved line above the "P". Below "PATHWAYS", the words "ALUMNI MENTOR PROGRAM" are written in a smaller, black, all-caps sans-serif font.

# PATHWAYS

## ALUMNI MENTOR PROGRAM

### Alumni Mentoring Program

### SMART GOAL Worksheet

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

Date: \_\_\_\_\_

#### Developing sound goals is critical to achieving success.

A SMART goal is defined as a goal that is specific, measurable, achievable, realistic and time bound.

- **Specific:** Goals should be simply written and clearly define what you are going to do. Specific is the what, why and how of the SMART model.
- **Measurable:** Goals should be measurable so that you have tangible evidence that you accomplished the goal. Usually, the entire goal statement is a measure for the completion of the goal, but there are several short-term, or small, measurements built in along the way.
- **Achievable:** The goal should be achievable; it should stretch you slightly so you feel challenged but also be defined well enough that you can achieve it. You must possess the appropriate knowledge, skills and abilities needed to achieve the goal. Achievable goals are motivating. Impossible goals can be demotivating.
- **Realistic:** The goal should be something you can realistically accomplish within the given timeframe.
- **Time bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

**My Goal:**

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1. **Specific:** What will the goal accomplish? How and why will it be accomplished?

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2. **Measurable:** How will you measure whether or not the goal was reached (list at least two indicators)?

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3. **Achievable:** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

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4. **Realistic and Results-focused:** Is this goal within your reach and your timeframe? What is the reason, purpose or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

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5. **Time bound:** What is the established completion date and does that completion date create a practical sense of urgency?

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