# **ASHP Guided Mentorship Program Goal Setting** **Worksheet**

S.M.A.R.T. goals are a fantastic way to develop a targeted goal that is achievable and elevates you to the next part of your career.

S.M.A.R.T. goals are: Specific, Measurable, Attainable, Relevant, Time-Bound. 

For the ASHP Guided Mentorship Program, we encourage mentees to work with their mentors to create three (3) S.M.A.R.T. goals for the program duration (i.e. 2 short-term goals and 1 longitudinal goal). Short-term goals can include items such as passing semester classes with a certain GPA, obtaining a new position/internship, or any other goal the mentee has for the upcoming few months. Longitudinal goals can be career development goals the mentee has for the end of the program duration or longitudinal career goals they can carry with them for the foreseeable future.   
  
Fill out the **S.M.A.R.T. Goal Worksheet** on the next page either in advance of or during your first meeting and consider using your regular meetings as an opportunity to track your progress. Mentors can participate by suggesting a S.M.A.R.T. goal they have for themselves as well. 

**Questions to consider when forming your S.M.A.R.T. goals:**

1. What do you want to achieve at this moment in time and in your career?
2. What are you doing well that is helping you achieve your goals?
3. What are you not doing well that is preventing you from achieving your goals?
4. What can you do differently tomorrow, in a week, and in a month to meet those challenges?
5. How can your mentor help you in achieving your goals?

**S.M.A.R.T. Goal Worksheet**

**Short Term Goal #1: What is your S.M.A.R.T. Goal?**

|  |  |
| --- | --- |
| **Goal:** | Click or tap here to enter text. |
|  | |
| **Specific**: What exactly will you accomplish? | |
| Click or tap here to enter text. | |
| **Measurable**: How will you know when you’ve reached your goal? Is there a way to quantify your success? | |
| Click or tap here to enter text. | |
| **Attainable**: What support do you need to attain this goal? What could prevent you from attaining it and how will you overcome those challenges? | |
| Click or tap here to enter text. | |
| **Relevant**: Why is this goal important to you and how will it impact you in the future? | |
| Click or tap here to enter text. | |
| **Time-Bound**: When will you reach this goal? Are there checkpoints within this goal that you can use to track your progress? When you complete the goal, how will you celebrate? | |
| Click or tap here to enter text. | |

**S.M.A.R.T. Goal Worksheet**

**Short Term Goal #2: What is your S.M.A.R.T. Goal?**

|  |  |
| --- | --- |
| **Goal:** | Click or tap here to enter text. |
|  | |
| **Specific**: What exactly will you accomplish? | |
| Click or tap here to enter text. | |
| **Measurable**: How will you know when you’ve reached your goal? Is there a way to quantify your success? | |
| Click or tap here to enter text. | |
| **Attainable**: What support do you need to attain this goal? What could prevent you from attaining it and how will you overcome those challenges? | |
| Click or tap here to enter text. | |
| **Relevant**: Why is this goal important to you and how will it impact you in the future? | |
| Click or tap here to enter text. | |
| **Time-Bound**: When will you reach this goal? Are there checkpoints within this goal that you can use to track your progress? When you complete the goal, how will you celebrate? | |
| Click or tap here to enter text. | |

**S.M.A.R.T. Goal Worksheet**

**Long Term Goal: What is your S.M.A.R.T. Goal?**

|  |  |
| --- | --- |
| **Goal:** | Click or tap here to enter text. |
|  | |
| **Specific**: What exactly will you accomplish? | |
| Click or tap here to enter text. | |
| **Measurable**: How will you know when you’ve reached your goal? Is there a way to quantify your success? | |
| Click or tap here to enter text. | |
| **Attainable**: What support do you need to attain this goal? What could prevent you from attaining it and how will you overcome those challenges? | |
| Click or tap here to enter text. | |
| **Relevant**: Why is this goal important to you and how will it impact you in the future? | |
| Click or tap here to enter text. | |
| **Time-Bound**: When will you reach this goal? Are there checkpoints within this goal that you can use to track your progress? When you complete the goal, how will you celebrate? | |
| Click or tap here to enter text. | |

**S.M.A.R.T. Goal Worksheet**

**Template for additional goals: What is your S.M.A.R.T. Goal?**

|  |  |
| --- | --- |
| **Goal:** | Click or tap here to enter text. |
|  | |
| **Specific**: What exactly will you accomplish? | |
| Click or tap here to enter text. | |
| **Measurable**: How will you know when you’ve reached your goal? Is there a way to quantify your success? | |
| Click or tap here to enter text. | |
| **Attainable**: What support do you need to attain this goal? What could prevent you from attaining it and how will you overcome those challenges? | |
| Click or tap here to enter text. | |
| **Relevant**: Why is this goal important to you and how will it impact you in the future? | |
| Click or tap here to enter text. | |
| **Time-Bound**: When will you reach this goal? Are there checkpoints within this goal that you can use to track your progress? When you complete the goal, how will you celebrate? | |
| Click or tap here to enter text. | |