

GOAL SETTING

Helping your mentee set “SMART” goals and helping them develop strategies to achieve them.

- Learn about the “SMART” and then the “Four M” processes
- Use the following exercise to identify your own goals as a mentor
- Repeat this exercise with your mentees

SMART Goal-Setting

articulates your mentee’s learning goals as well as the process that you will take together to achieve those goals. When you take the time to talk with your mentee and put these elements in to writing, you will both know what to expect when moving your partnership forward.

The first step in creating an agreement is developing learning goals. These goals could be academic or career focused or could be focused on the social aspects of university life.

A well-thought-out goal inspires action - and that goal should be clear, concise and specific. A goal usually represents a potential challenge that your mentee is facing, but should always focus on future development.

An important element in helping your mentee is making sure that their goals are SMART: in other words, evaluate your mentee’s goals to see if they are specific, measurable, attainable, relevant, and time-oriented.

Four M Method of Achieving Goals

The Four M Method is a process that you can use with your mentee to help them achieve their goals.

- The first M stands for Motivation: You want to ask your mentee why they want to achieve their particular goal or tackle an identified challenge.
- The second M stands for Making Commitments: Ask your mentee who and what can help them commit to reaching this goal. You can use your working knowledge of how to navigate the university environment to help your mentee make these commitments.
- The third M stands for Modifying the Environment: In other words what needs to change and what does your mentee have to do differently in order to achieve their goal.
- Finally, the fourth M stands for Monitoring Actions: You and your mentee need to ask yourselves how you track progress on attaining the specific learning goal.

Exercise

1. Write down a broad goal you have (personal, academic, or professional)

2. Complete the following table to ensure your goals meets the criteria of SMART goal setting

Is is?	Explain
Specific	
Measurable	
Attainable	
Relevant	
Time-oriented	

3. Rewrite your goal to include information from question 2.

4. Run your rewritten goal through the Four 4 Method.

Motivation:	
Why do you want to achieve your goal?	
Making Commitments	
Who and/or what can help you achieve your goal?	
Modifying the Environment	
What needs to change for you to achieve your goal?	
Monitoring Actions	
How can you track your progress?	