



MENTORSHIP

SMART GOALS OVERVIEW

A “SMART” goal is a goal that is specific, measurable, attainable, relevant, and time based. In other words, **a goal that is very clear and easily understood.**

SPECIFIC

The goal must clearly state **what** is to be achieved, by **whom**, **where** and **when** it is to be achieved. Sometimes it may even state *why* that goal is important. *Not all of these questions will apply to every goal*, but it is important to ask all the questions in order to assess how specific your goal is and make it as clear as possible.

MEASURABLE

Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal. For instance, your ultimate goal may be to make 60,000 dollars in a year, but the milestones may be to make 5,000 dollars every month, which will add up to 60,000 in a year. So by focusing on making the 5,000 dollars every month you will ultimately reach your goal.

ATTAINABLE

You should ensure that the goals you set are achievable. Firstly, you must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them. This is equally important when setting goals for a group, such as in the corporate setting. If the people for whom the goals are being set do not believe they are attainable, it is unlikely they will work towards achieving them.

RELEVANT

Your goals must be relevant to what you want to achieve in the **short term** and the **long term**. Understanding your organizational or personal vision, mission and purpose is critical in this respect. Sometimes you can be tempted to do something simply because it is easy and sounds great, only to discover later on that it has no long term importance to what you want to achieve as an individual or an organization.

TIME-BASED

This sometimes overlaps with the goal being Specific, but it aims to ensure that you put a time-frame to your goals. Someone said a goal is a dream with a time-frame to it. Simply deciding by when you want to achieve something can be a good motivator. It can prevent you from procrastinating because you know that you are working to a deadline.



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GOAL SETTING WORKSHEET INSTRUCTIONS

1. Take some time to work with your mentor to clarify and adequately **articulate your long term goal** (LTG), this could be getting a full time permanent position in UX, a job promotion, a specific title, or some other broad but high priority professional goal.
2. Begin to break out some **short term steps** related to your LTG. The following worksheet will help you develop your goals according to the SMART approach. Feel free to use additional paper if needed.
 - o Some examples short term goal steps might be to develop a portfolio outline, speak with others already in the role I want, research educational programs, etc
 - o Clarify each goal as much as is possible.
 - o As you articulate each step towards your goal, discuss with your mentor how you might work with them to achieve
3. When you are done with your initial steps (3-5 starting SMART goals) plan out the **schedule** and **basic agenda** for your initial mentoring meeting.

MENTORSHIP MEETING AGENDA

Date, Time, Duration:

Location:

Agenda:

Review SMART goals - 15 min.



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GOAL SETTING WORKSHEET

Name:

Long Term Goal (LTG):

Date:

GOALS					
Short Term Step	Specific	Measurable	Attainable	Relevant	Time
<i>What is it that you want to achieve?</i>	<i>Who? What? When? Where? Why?</i>	<i>How Much? How often? How many?</i>	<i>Achievable? Easy, Difficult</i>	<i>Important to LTG? Priority</i>	<i>Complete when?</i>
					<i>Complete for 1st meeting</i>

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