**Name: Date:**

# Mentor

**How to Use This Form:** Use this as your master plan. For example, where do you want to be in 5 years, 10 years, 15 years. To track your progress, use the Mentee Action Plan (MAP) document. Review this document each time you meet with your mentor. This is a dynamic document that can be useful for tracking completed goals. You should add to it and not delete completed goals.

# Professional Goals

**(Be *S.M.A.R.T****. Specific, measurable, achievable, realistic, time bound)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Mentor**  **Initials** | **Outline your broad professional goals** | **Outline your action plan that goes with each goal**  **(***Use the Mentee Action Plan (MAP) to track your progress)* | **Timeline**  **Start date**  **End date [Actual end date]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Professional Goals-

Identify roadblocks, challenges, both personal and professional that may hinder your progress. This exercise is meant to help you form a plan to overcome challenges and achieve your goals.

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| --- | --- |
| **Goal** | **Anticipated Challenge** |
|  |  |
|  |  |

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| **Mentor Notes (Professional Goals)**  Mentors may use this section to outline areas they are able to offer guidance on. Be specific. |
|  |

# Personal Goals

Plan to create work/life balance

|  |  |
| --- | --- |
| What is your top priority? |  |
| Personal Skills you want to  develop |  |
| What life changes do you want to make? |  |
| How do you plan to allocate your time in terms of work and life responsibilities? |  |

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| --- |
| **Mentor Notes (Personal Goals)**  Mentors may use this area to outline areas they are able to offer guidance with. Be specific |
|  |