

## INFORMS MENTOR MATCH: GOAL SETTING WORKSHEET

Start by thinking about different areas of improvement you would like to work on with your mentor. Prioritize them on a scale from 1 to 3 (**1** - most important, **2** - medium importance, **3** - not important right now).

List your specific concerns in this area.

<b>Being a Good Leader/Manager</b>  Priority:  Concerns:	<b>Building Relationships/Networking</b>  Priority:  Concerns:	<b>Creating Work/Life Balance</b>  Priority:  Concerns:
<b>Developing My Career</b>  Priority:  Concerns:	<b>Changing Jobs or Career Paths</b>  Priority:  Concerns:	<b>Working Successfully in Academia/Industry</b>  Priority:  Concerns:
<b>Learning More About My Interest Areas</b>  Priority:  Concerns:	<b>Improving My Technical Skills</b>  Priority:  Concerns:	<b>Understanding the Culture of the Field</b>  Priority:  Concerns:

<b>Identifying Funding Sources/ Partnerships with Industry</b>  Priority:  Concerns:	<b>Being an Effective Instructor</b>  Priority:  Concerns:	<b>Understanding the Tenure Process</b>  Priority:  Concerns:
<b>Preparing for Promotion:</b>  Priority:  Concerns:	<b>Advising/Mentoring PhD Students:</b>  Priority:  Concerns:	<b>Other:</b>  Priority:  Concerns:
<b>Other:</b>  Priority:  Concerns:	<b>Other:</b>  Priority:  Concerns:	<b>Other:</b>  Priority:  Concerns:

Next, look at the areas you marked as MOST IMPORTANT and the concerns you listed in those areas. Translate those concerns into goals, remembering that goals should be SMART:

**SPECIFIC** – Is this goal narrow enough?

**MEASURABLE** – How will I be able to tell whether I've achieved this goal?

**ATTAINABLE** – Can I create an action plan that leads me to achieving this goal?

**REALISTIC** – Is it reasonable to expect that I will achieve this goal?

**TIMELY** – Can I achieve it by my deadline?

Use this area to define your goals, commit to a deadline, and note what you have achieved throughout the program.

GOALS	DEADLINE	DEFINE SUCCESS
1.		
2.		
3.		
4.		
5.		