**YOUNG ALUMNI MENTORS
MENTORING AGREEMENT- SMART GOAL**

**MENTEE Name
MENTOR Name**

Write down your goal.

Fill in the following table to show how your goals meets the SMART criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Is it…?** | **Yes** | **No** | **Explain** |
| Specific |  |  |  |
| Measurable*(How will I know I did it?)* |  |  |  |
| Action Steps *(How will I actually gain/build/develop these?)* |  |  |  |
| Resources Needed *(Besides the help of my mentor, I will need what?)* |  |  |  |
| Target Completion Date *(When will I be there?)* |  |  |  |

What will be your reward when you reach the goal? In other words, how will reaching the goal benefit you?

What actions do you need to take to reach your goal? For example, do you need to gather information, obtain money, learn new skills, or make special arrangements? How much time will you need to accomplish each action? When should you have completed each action?

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ESTIMATED TIME** | **DUE DATE** |
|  |  |  |
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