

NSW Cyber Business Exchange

Mentee Smart Goal Setting and Action Plan

Mentee		Mentor		Date	
--------	--	--------	--	------	--

S M A R T	GOALS				
	Specific	Measurable	Achievable	Relevant	Time-Framed
	Shouldn't be too broad	Should be measurable to determine when the goal has been achieved	Needs to be realistic and achievable	A goal should be relevant to the overall personal and professional goals	An expected time frame should be decided on to achieve the goal

Describe your long-term goals	
Goal 1 Statement	
Goal 2 Statement	
Goal 3 Statement	

Describe your short-term goals	
Goal 1 Statement	
ACTION How do you plan to achieve this goal?	

Describe your short-term goals	
Goal 2 Statement	
ACTION How do you plan to achieve this goal?	

Describe your short-term goals	
Goal 3 Statement	
ACTION How do you plan to achieve this goal?	

Who else can support you to achieve these goals	
Name	How might they support you