

Setting SMART Goals

Skills that this session will develop:

Self Awareness - Aiming High

By the end of this session the mentee will be able to:

- Describe what SMART stands for
- Explain why SMART goals are important
- Create a list of personalised SMART goals to work towards

Session Preparation:

1. Mentee to prepare a list of short, medium and long term goals. These could be academic or career related.
2. Mentor to think through goals they have set in the past or goals they are working towards at the moment as examples to share with their mentee.

Session Plan:

Work through the following activities together.

Discuss with each other the importance of goal setting. Why do people set goals? Why are goals important to them personally?

What are SMART goals? Why is it important that goals are SMART?

S	Specific
M	Measurable
A	Achievable
R	Realistic
T	Timely

Review the list of goals the mentee has prepared and the examples the mentor has brought to this meeting. Are the goals SMART?

Using the list as a starting point, create 3 or more short, medium and long term SMART goals for the future. These are fluid and can be updated but it is good to get into the habit of setting goals for the future.

Discuss the plan on how to achieve these goals. Consider prioritising, time management techniques, when and how to ask for help. What could be the challenges or obstacles when achieving these goals? How would you overcome these challenges?

The potential next step after this session will be to set one SMART goal that you would want to both achieve by the end of the programme. This could be that you will both learn a new skill.