

CSC Mentoring Programme- keeping a record

## Mentor-Mentee SMART goals

Mentors and Mentees can use this space to record personal goals to achieve through the CSC Mentoring Programme. Remember, you should ensure your goals are SMART (see the Mentee/Mentor Handbook for guidance).

### How to record your goals?

* Goal- outline your goals based on the SMART framework
* Timeframe- record the estimated time to achieve your goals
* Plan of action- indicate the steps you will undertake to achieve your goals
* Outcome- at the end of the timeframe set, record the extent to which you have achieved your goal, or if you need to set new/revised goals

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal (based on SMART)** | **Timeframe to achieve goal** | **Plan of action (based on your set SMART goals)** | **Outcome at the end of goal** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |