

# SMART Goals and Action Plan Form

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Date of Meeting: \_\_\_\_\_

This form can help you and your Mentor to initially set a goal(s) that you want to accomplish during the year. Please consider using a "SMART" goal model - Specific, Measurable, Attainable Results-oriented and Time-bound. Work to develop sound goals that are critical to your performance. It may be helpful to bring this form to your meetings to help gauge progress with your goals, to stay on track or modify or change your goals as new things develop.

**Goal #1:** \_\_\_\_\_

Action items for goal:

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

Progress towards goal:

\_\_\_\_\_  
\_\_\_\_\_

**Goal #2:** \_\_\_\_\_

Action items for goal:

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

Progress towards goal:

\_\_\_\_\_  
\_\_\_\_\_

**Goal #3:** \_\_\_\_\_

Action items for goal:

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

\_\_\_ Progress towards goal:

\_\_\_\_\_  
\_\_\_\_\_

Date/Time of next meeting: \_\_\_\_\_

Location: \_\_\_\_\_