

## INDIVIDUAL DEVELOPMENT PLAN for Mentee

Goal setting can be a difficult process and it requires reflection on your current situation and where you would like to see yourself in the future. Here are some suggestions for creating 'SMART' goals:

1. Be **Specific**: Your goal statements should be concrete and action-oriented. What, specifically, are you trying to accomplish?
2. Ensure the Goal is **Measurable** – How will you know when you have achieved the goal? How will you track and measure progress? How do you define success?
3. Create **Achievable** Goals – The goal should require work, but be attainable. Is the goal too big or too limited?
4. Create **Realistic** Goals – Do you have the ability and commitment to reach the goal? What additional resources, of time, money, or capability, will be needed for you to reach the goal?
5. Give Yourself a **Timeline** – There should be a specific and reasonable time-frame for achieving the goal.

Reflect on your personal and professional life and your vision for your future, and use the form below to articulate your short-term goals for this program that can be achieved within a 10-month period.

Establish for yourself several preliminary learning goals. You and your mentor will come back to these goals periodically and monitor their progress. You will have the option of adding new goals or refining these as the program proceeds.

Goal 1	
Goal 2	
Goal 3	
Additional Goal	

Some potential areas you may want to focus on for the Individual Development Plan:

- Develop professional expertise in a specific area of focus;
- Establish interpersonal relationships;
- Develop leadership abilities;
- Explore personal interests and abilities;
- Build confidence and learn to take risks;
- Learn how to handle life-work balance;
- Explore future career paths and opportunities; and
- Explore opportunities to contribute to the community