

Successful Goal-Setting: A Six Step Guide for Mentees

Establishing clear goals is key for helping you discover what you want to achieve out of your new mentoring relationship. It's a critical step in defining your work with your new mentor and mapping out your efforts moving forward.

To help you get started, here are six suggestions designed to focus your thinking so you're prepared for your initial goal-setting conversations.

1) Clarify what you want to accomplish.

Be Specific. What do you want to accomplish?

Make sure it is something you really want. To make it happen, you need dedication and commitment. Think about your goals and confirm whether you are willing to sacrifice the time and effort to achieve them. Also, weigh the achievement of your goal to the sacrifices that you will have to make to achieve it. If it's worth it, Great! If not, reconsider your goal.

Break up your goal into smaller sub-goals. If you have a large goal it is a good idea to break it up and make little goals that are easy to achieve. Breaking up your goals not only makes your goal list less intimidating, it gives you more motivation to succeed.

Think S.M.A.R.T. When setting goals, a good system to go by is **SMART**. Writing for each letter and recording it with your goal could help you focus on your goal in the future.

Specific/Significant: It is great to have a clear concise title to your goal, but you should also describe it in more detail. For example, "further my education" could be described with "Identify the schools that I want to attend and research why the programs are good choices."

Measurable/Meaningful: Try to write a goal that you can measure numerically. A goal can be much more motivating if you can track and record your progress, and see how you are doing.

Achievable-Action-Oriented/Realistic -Relevant: Can your goal really be done? Think not only about the goal, but about your personal circumstances.

Timely/Trackable: How much time will you have to put in on a regular basis to achieve this goal? How long from now do you plan to achieve this goal?

Categorize your goals. It is generally good to categorize your goals into areas of your life that you would like to improve. Some of the categories you might consider to use are: Career, Educational, and Health & Fitness,

Write them down! Probably one of the most important and most ignored steps to effective goal setting is to write the goals down. Writing your goals and reviewing them daily will give your mind sub-conscious cues that what your goals are important, and will help you succeed.

2) Make sure your goals align with reality.

Ask yourself the following questions:

Do you have the time and resources available to meet this goal?

Are you fully dedicated to achieving this goal?

Are you aware of the sacrifices this goal will require and are you willing to make them?

3) Determine your benchmarks for success.

Now that you've set your goals, it's important to define what success would look like to you. Think about the specific items that would indicate success to you

4) Set a realistic timeline.

5) Define strategies and map out the path to success.

At this point, you have a target and deadline in place, so now it's time to work with your mentor to define the actionable steps that will help you reach the goal. This is an area where your mentor's advice will be invaluable, as they may have ideas you hadn't even considered.

6) Track your progress frequently.

Once you've put your plan in place, be sure to track your progress using the benchmarks you established with your mentor. This will keep you on the path toward achieving your goals.

It is important to review your goals daily or at the least weekly. Look at your goal list when you check your email/face book/twitter. Think about what you could do that day to help achieve your goal(s). Also, when you are reflecting at the end of each week mentally go through your goals and think about 3 things you have done recently that have helped you in one area, and or a identify things that you would like to do soon to help you get closer to achieving your goals.

Your first goal-setting meeting may seem challenging, but by following these best practices, you'll ensure a productive, focused meeting with your new mentor. Spend time working through the six steps in advance, so you are prepared and get the greatest benefit from the meeting with your mentor.

Source: MicroMentor.org

6 Killer Tips for Effective Goal Writing

Tips for Achieving Your Goals

It's important to track your goals success to know when you have reached them. It sounds simple, but it's important to track the progress you are making. There are several ways in which you can achieve this.

Keep a Calendar: Keep your goal schedule on the electronic device of your choice. Take your goals with you wherever you go. Your laptop, PC, Smart phone or tablet can help you mark off the days in which you have made progress in the direction of your goals.

Keep a Journal: Write in your journal daily about the steps you have taken toward your goals as well as the feelings you have on those steps you have taken.

Keep a List: Make a list of your goals and cross them off as you accomplish them.

Use a goal chart: Use a goal chart or graph to chart the progress of your goals.