

Goals Exercise

ACRL STS Mentoring Program

Note: The exercise below is intended to help you as a mentee determine which professional areas may most benefit from having a mentor. If you find it difficult to set your goals, consider doing this exercise with your mentor after you have been matched.

Goals can be related to your career, such as putting together a reappointment dossier, or publishing a research paper, or goals can be related to your working life, with tasks for improving your work-life balance.

Goals should be **SMART**:

Specific: What exactly will be achieved?

Measurable: How will you know if the goal has been achieved?

Achievable: Is it something that can be completed in the given timeline?

Relevant: Does the goal tie in to your responsibilities or research theme?

Timely: When will the goal be achieved?

Short-term goals: can be achieved within three or six months. They can be scheduled into your calendar.

Ideas and tips for creating short term goals

- Do you want to collaborate with a specific person on a project, workshop, task or proposal? Determine a date by which you will contact them with your idea.
- Do you want to join an organization, committee, or conference planning committee? What immediate steps can you put in place to make it happen? Do you need to do some research on how to join or who to contact?
- What step in your research project can you commit to in 3 or 6 months? For example, draft an abstract, determine a place/medium for dissemination, write a first draft and send to peer editors, finalize ethics approval, create a data management plan?

1. Write down 2-3 short-term goals. What will you do this week/month to make progress toward your goal?

2. Which steps could a mentor help you with, to ensure that you stay on track with this goal?
3. Are any of these short-term goals part of an intermediate goal and long-term goal?

Intermediate goals: can be achieved in six months to one year.

Ideas & tips for writing intermediate goals:

1. What stage in your research project can you commit to by 6 or 12 months? For example, do you want to have a survey completed, a first draft of a publication written, or a final draft submitted?
2. Do you want to collaborate with a specific person on a project, workshop, task or proposal that requires lengthy planning or can only be completed further in the future? What steps need to be in place first to make it happen later on?
3. Do you want to join an organization, committee or conference planning committee? What steps need to be in place to make it happen? Do you need to do some research on how to join or who to contact? Think about timelines (some organizations only change membership once a year).

1. Write down 2-3 intermediate goals.
2. What steps do you need to put in place this month, in order to achieve this goal later on?
3. What steps could a mentor help put in place or plan out for you?

