

# SMART Goals Worksheet

[Chapter Name] – [University Name]  
Alumni-Student Mentorship Program

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Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

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

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## Instructions

Work together to set 2–3 SMART goals for your mentorship.

**SMART = Specific, Measurable, Achievable, Relevant, Time-bound.**

These goals will guide your conversations and give you both a way to measure progress.

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## Goal 1

**Specific:**

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**Measurable:**

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**Achievable:**

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**Relevant:**

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**Time-bound:**

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**Action Steps:**

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**Target Completion Date:** \_\_\_\_\_

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## Goal 2

**Specific:**

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**Measurable:**

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**Achievable:**

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**Relevant:**

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**Time-bound:**

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**Action Steps:**

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**Target Completion Date:** \_\_\_\_\_

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Goal 3 (Optional)

Specific:

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Measurable:

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Achievable:

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Relevant:

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Time-bound:

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Action Steps:

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Target Completion Date: \_\_\_\_\_

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Notes / Progress Updates

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Mid-Program Review Date: \_\_\_\_\_

Final Review Date: \_\_\_\_\_

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**Last Updated:** February 2026