

Guide to Timely and Efficient Goal Setting with Sample Goals

Spears School Mentoring Program

Appropriate goal-setting is crucial to the success of the mentor program and its participants. You're more likely to get the results you want if you know how to set achievable and relevant goals. Below are some of the most important factors in successful goal-setting:

Realistic Expectations: It's wonderful to aim high and have big dreams, but design your goals to be realistic and achievable. Break down goals into feasible steps, providing opportunity for many mini-successes along the way. When setting your goals, keep in mind the length of the mentor relationship is only four months. Also consider how much time both the mentor and protégé have to work on the goals.

Specifics: It's challenging to measure completion of a goal unless the specifics are laid out from the very beginning. Avoid agreeing upon goals that are too vague, such as, "I hope to become a respected leader in the field" and consider goals that are specific and measurable (see examples below).

Relevancy: If the goals that the protégé are expressing are not specifically related to things that the mentor can assist with, then these goals are better left outside of the relationship. Focus on goals where the mentor can be of strong, related assistance. It's okay to lay ideas out like cards on a table, and pick and choose the ones that make the most sense for the partnership.

Timing: In order for goals to be achieved, there should be clear time-table set up for each step of the process. Agreeing upon set times for completion of specific steps ensures that the protégé has an aim for completion.

Feedback: Appropriate goal setting should include plenty of opportunity for feedback and evaluation along the way. Check-in occasionally to seek/give advice and possibly even to re-evaluate certain goals.

Sample Goals

Below is a list of sample goals for the protégé and some related tasks to help reach those goals. This list is not all-inclusive and is only a starting point to help both the protégé and mentor with the goal setting process.

1. Improve Interview Skills

- a. Mock Interview with Mentor
- b. Mentor provide protégé with questions that they've either asked or been asked in an interview
- c. Meet in person to go over give feedback on body language during an interview (posture, eye-contact, etc.)
- d. Interview follow-up skills (thank you note, etc.)

2. Improve Job Search Skills

- a. Protégé writes and Mentor edits and gives feedback on cover letters
- b. Mentor reviews Protégé's resume



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- c. Mentor assists Protégé with navigating the recruitment process
 - d. Discuss career goals to help narrow down jobs to those that will lead to meeting those goals
 - e. Mentor review Protégé's LinkedIn Profile and offer suggestions for improvement
- 3. Submit Graduate School Application**
- a. Mentor review and suggest edits to Protégé's essay
 - b. Mentor review Protégé's final application
- 4. Determine what type of impact you want to leave**
- a. Protégé write their own obituary and mentor review it
 - b. Discuss steps to take to reach Protégé's goals of making their impact
- 5. Ask mentor for a suggestion on a book to read that has helped them in their career**
- a. Protégé reads book and then has discussion with their Mentor



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