**Activity 7: Action Plan**

A SMART goal is:

* **Specific –** The goal is clearly identified so that it answers the questions:
* Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location, if appropriate.

Which: Identify requirements and constraints, if any.

Why: Specific reasons, purpose, or benefits of accomplishing the goal.

* **Measurable –** The success toward meeting the goal can be measured. Measurement is objective and answers the question: How will I know if I’ve done it?
* **Attainable –** The goal can be achieved in a specific amount of time – the scope matches the time frame. An attainable goal answers the question: Can what I want to do actually be done in the time frame I select?
* **Realistic –** To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A realistic goal answers the question: Am I willing and able to do this?
* **Time Bound –** The goal has a clearly defined time frame including a target date. Having a time frame answers the question: When will I achieve the goal?

EXAMPLE:

A general goal would be, "Get in shape." But a specific goal would be, "I will join the health club on 2nd street for $30/month and workout three days a week for the next six months in order to lower my cholesterol levels and build my aerobic capacity."

**ACTION PLAN**

Please work with your team in developing your action plan for implementing your Mentoring Program.

1. **What is your vision for 2021?**
2. **Develop four SMART goals to help you achieve your vision**
3. **Describe the challenges do you anticipate or have already experienced. What strategies will be used to address and mitigate these challenges?**
4. **What resources will be required for implementation?**
5. ***Establish a timeline from planning to implementation***

Evaluation

Based on your goal statements, what methods will you use to evaluate outcomes**.**

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| Goal Statement | Quantitative Metrics | Qualitative Measures | Expected outcomes  *(specify dates)* |
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