

## Mentee Action Plan

With your mentor, set goals that are focused, realistic, and tied to your competency goals.

Effective goals should be SMART:

- S: Specific
- M: Measurable
- A: Achievable
- R: Results-oriented
- T: Time based

Focus on competencies important to your organization. Build on your strengths as well as your weaknesses. Look for opportunities for growth and learn by doing as well as observing and listening.

Competency: What specific skill do I want to develop?	Learning Activity: what action will I take to develop this?	Beginning date and ending date:	My co-workers and supervisor will see the following:	I know I have achieved my goal when: