Mentee Action Plan

With your Mentor, set goals that are focused, realistic, and tied to your specific project or objective. Effective goals should be **SMART:**

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

Focus on objectives and competencies important to your organization (NGO or Start-up). Build on your strengths as well as your weaknesses. Look for opportunities to learn by doing as well as observing and listening.

Mentoring Goal #1:_____

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 colleagues and peers/manager will see the following...	I know I have achieved my goal when...