**MENTEE GOALS TRACKING**

The mentee should establish with the mentor at least three professional development or personal growth goals. ***Goals should be specific, measurable, attainable, relevant and have a defined time frame.*** These goals will remain confidential and tracked by the mentee and the mentor. It is recommended that the mentee submits this form to the mentor at least 1 week prior to the meeting.

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| **Mentee:** |  |
| **Mentor:** |  |

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| **GOAL #1:** |  | |
| Progress Update: | Meeting Date #1: |  |
|  | Action Plan: |  |
|  | Meeting Date #2: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |
|  | Meeting Date #3: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |

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| **GOAL #2:** |  | |
| Progress Update: | Meeting Date #1: |  |
|  | Action Plan: |  |
|  | Meeting Date #2: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |
|  | Meeting Date #3: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |

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| **GOAL #3:** |  | |
| Progress Update: | Meeting Date #1: |  |
|  | Action Plan: |  |
|  | Meeting Date #2: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |
|  | Meeting Date #3: |  |
|  | Progress since last meeting: |  |
|  | Action Plan: |  |