Helping someone set SMART goals

Here are some questions you can ask to help guide your mentee toward setting SMART Goals:

1. **Significant/Specific/Simple**
   - What do you want?
   - Why is that important to you?
   - What will you be able to do when you achieve that goal?
   - What steps do you need to take to achieve that goal?
   - Can you break any of the steps into sub-steps?

2. **Measureable**
   - How will you know when you’ve achieved your goal?
   - How will you know when you’ve reached milestones toward your goal?
   - How will you feel when you achieve your goal?

3. **Attainable/Actionable**
   - How do you think you can achieve that?
   - Do you have the skills or knowledge necessary to achieve that?
   - Are there alternative ways you might be able to achieve the same result?

4. **Relevant/Realistic**
   - What sacrifices do you anticipate you’ll need to make to achieve that goal?
   - What might prevent you from achieving your goal?
   - Are there hurdles on the road to achieving your goal that are out of your direct control?
   - What skills do you have now that can help you achieve that goal?
   - What other skills do you need to achieve that goal?
   - What level of competency will you need with respect to the skills you have or need?
   - What outside resources might you need to achieve that goal?
   - How can you access those resources?

5. **Time frame**
   - What is your overall time frame for achieving your goal?
   - What milestones are there along the way to achieving your goal?
   - Within what time frame do you expect to reach the different milestones?