Mentor/Mentee Agreement

To be completed by mentee.

Name: ________________________________________________________________

Mentor Name: ___________________________________________________________

My primary expectations for my mentor are:
•      ___________________________________________________________________
•     ___________________________________________________________________
•    __________________________________________________________________

To be completed by mentor.

Name ________________________________________________________________

My primary expectations for my mentee are:
•      ___________________________________________________________________
•     ___________________________________________________________________
•    __________________________________________________________________
•    __________________________________________________________________

• To be completed together:
• How many times a month do you both agree to communicate? ________________________
• In what methods (email, phone, Skype) _________________________________________

Long-term Goals and Short-term Goals

Long-term goals require a series of short-term goals to be completed first. Short-term goals may take several years or several months to complete, depending on the ultimate goal. Looking at what is necessary to achieve your long-term goals puts short-term goals into perspective.

Write out what your long-term goals are. Then add a short-term goal that would assist you in achieving that long-term goal.
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Questions to Ask Yourself

1. Is the goal achievable?
   a. Can I accomplish my goal in the time span I have set?
   b. Does achieving this goal depend only on me and not on conditions outside of me?

2. Do I believe I can achieve this goal?
   a. Are my skills and abilities equal to this goal?

3. Will I know when I have reached my goal?
   a. Have I set my goal in specific terms?

4. Do I want to do what it takes to reach my goal?
   a. Is the goal one that interests me?

5. Is the goal presented with an alternative?
   a. Have I made a firm decision?
   b. Am I focused on what I need to be doing?
   c. Do I have an alternative if I cannot reach my goal?

6. Am I motivated to pursue my goal?
   a. Do I have a support system?
   b. Have I set up a timeline towards my goal?
   c. Do I have a reward system in place?

7. Is the goal of value to me?
   a. Is the goal compatible with my values?
   b. Does my goal have longevity? Do I need to consider more education?