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.
1. Long-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   What are you doing now to achieve this goal? __________________________________
   ________________________________________________________________
   What can you do in the future to achieve this goal? _________________________
   ________________________________________________________________

2. Long-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   What are you doing now to achieve this goal? __________________________________
   ________________________________________________________________
   What can you do in the future to achieve this goal? _________________________
   ________________________________________________________________

3. Long-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   Short-term Goal: ____________________________________________________________
   What are you doing now to achieve this goal? __________________________________
   ________________________________________________________________
   What can you do in the future to achieve this goal? _________________________
   ________________________________________________________________
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?