



PUSAT ASASI SAINS
Centre for Foundation Studies in Science

Mentoring Clinic – Setting Goals & Keeping A Record

Mentee Name: _____

Initial Agreement Date: _____

Mentor Name: _____

Mid-year Review Date: _____

Year-End Review Date: _____

Mentor-Mentee SMART goals

Mentors and Mentees can use this space to record personal goals to achieve through the CSC Mentoring Programme. Remember, you should ensure your goals are **SMART (Specific, Measureable, Achievable, Relevant and Time-Bound)**.

How to record your goals?

- Goal- outline your goals based on the SMART framework
- Timeframe- record the estimated time to achieve your goals
- Plan of action- indicate the steps you will undertake to achieve your goals
- Outcome- at the end of the timeframe set, record the extent to which you have achieved your goal, or if you need to set new/revised goals

Goal (based on SMART) <i>e.g:</i> 1. get external collaborations 2. submit 1 research proposal/paper 3. strengthen leadership skill 4. brainstorming new ideas	Timeframe to achieve goal	Plan of action (based on your set SMART goals)	Mid / end year review	Outcome at the end of goal

I hereby agree to commit with the goals and pledge not to drop out half way.

Mentor Signature: _____

Mentee Signature: _____

Date: _____

Date: _____