**Action Plan**

FOR OFFICE USE ONLY

Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scanned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meetings Verified \_\_\_\_\_\_\_\_\_\_\_\_

Uploaded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** **Plan Due\*:**

**Mentor:**  **Email:**

**Phone:** **Office Location:**

You agreed to contact  by to set up your first of four conversations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on what I value, when graduate I from Gustavus and look back at my time as a student, I will regret **NOT** having accomplished, experienced or enjoyed the following:

1.
2.

Taking those two things into consideration, make a plan on how to reach them through SMART goal setting. SMART Goal setting means the goal must be:

**S- Specific.** Who? What? Where? When? Which? Why?

**M- Measurable.** You should be able to measure your progress toward attaining your goal.

**A- Attainable.** Make sure your goal is attainable yet challenges you to an extent.

**R- Realistic.** Make sure you are willing to work toward your goal and it is feasible.

**T- Timely.** Have a timetable! Make deadlines you are able and willing to meet.

Based on SMART goals, relook at your answers above. Now assess them through SMART goals and make notes below.

Goal 1:

S-

M-

A-

R-

T-

Rewrite goal one using SMART language:

Resources I need that will help me achieve this goal:

Goal 2:

S-

M-

A-

R-

T-

Rewrite goal two using SMART language:

Resources I need that will help me achieve this goal:

\* Return completed/signed plan to Megan Ruble in the Dean of Students Office.

Alternative formats are welcome – make this plan your own.

Have questions? Contact Megan at 507-933-7526 or mruble@gustavus.edu

Four meetings have been completed. Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_