

## Mentee Preparation Materials

It is suggested that a member seeking mentorship review and complete these resources prior to doing a mentor search. The content of these materials will be the basis for which you search for a mentor, and build your relationship with your mentor.

### Self-Evaluation

The self-evaluation should be conducted with reflection and collaboration. It is recommended to reach out to coworkers, friends, and employers to help in the consideration of these topics.

1. What are my top five strengths that I feel proud of?
2. What are my top five weaknesses that I am aware of?
3. What are the top five opportunities that are available to me right now?
4. What are the top five threats that I am facing right now that are keeping me from realizing my goal?
5. What are the five most important things I can do over the next six months to maximize my strengths and minimize my weaknesses?



## Create a Vision

Your vision enables you to see where you want to go. Maintaining your vision provides an exceptionally strong motivation. When you stay consistent with your vision, the experience of being on the path and moving towards your goal becomes more of a reality. Your vision could ultimately become your career plan, so it is up to you to create it. The mentor's task is to help you realize that plan. Your vision should be a "statement" of where you will be at the end of your mentoring relationship, or some other timeline that is of significance to you.

As you engage in creating your vision, consider the following exercises:

1. Analyze your passions. Reflect on times and situations which you feel most passionate, energetic, and the most engaged. Develop a list of your passions.
2. Make a list of at least 10 of your talents
3. Imagine you are 90 years old sitting by the fireplace surrounded by your grandchildren and great grandchildren. What advice would you give them if they ask you what is important in life?
4. Imagine you are bestowed with the Person of the Year title by Time Magazine. A reporter is writing a cover story about your life and is interviewing people who know you, including those who work with you, friends and family members. What would you like to read in the story about yourself?

After completing these exercises it is time to answer the question of "what is your vision and how does it translate into a plan?"

5. My plan looks like:



## Goal Setting

Now that you've formulated your plan and your vision for a year, two, and three years from now; it's a good time to establish your goals. Goals are most likely to be achieved when:

- They are written down
- They have clear target dates
- Barriers that might get in the way are identified in advance
- Resources available to aid you are identified in advance

When setting up your goals (re: Mentoring agreement form), please review the section below on how to set them effectively. The goal should be **SMART**:

- **S**pecific enough so that you know exactly what you're striving for
- **M**easurable so you can tell exactly when the goal has been reached
- **A**ction oriented to indicate an activity that will produce results
- **R**ealistic in that it is practical and can be achieved
- **T**imely meaning that it has a definite deadline for completion and realizes limited availability of resources.

Print the form below for each goal you need to achieve your plan. It is suggested to have at least three goals, but limit your goals to ensure they remain achievable.



## Matson and Hammond Mentoring Program

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Goal #:

Goal Title:

*Area of Focus:* \_\_\_\_\_ *Achieved by:* \_\_\_\_\_

1. If I achieve this goal, what benefit will it bring to me?
2. What barriers to achieving this goal am I facing now?
3. What barriers to achieving this goal will I face in the future?
4. What resources do I need to achieve this goal?
5. How will I measure success in achieving this goal?