



# Mentoring Session Guide



**PROGRAMA  
DE MENTORING**  
EDICIÓN  
INTERNACIONAL

## SESSION 1

### SMARTER OBJECTIVES

SMARTER means "smarter" in English. You could use this translation to help you remember why you are using it ("I am using the SMARTER to more intelligently define my objective").



The acronym for SMART is:

- ❖ Specific
- ❖ Measurable
- ❖ Achievable (realizable)
- ❖ Realistic and
- ❖ Time-Bound (time-limited)

There is another variant, SMARTER, which integrates:

- ❖ Ecological (ecological with ourselves and our environment)
- ❖ Rewarding

### OBJECTIVE:

The SMARTER model will help us to define, clarify and establish in harmony the goal or objective we want to set. Remember to put on the lenses to see everything in a positive light when setting your goals.

#### 1. S -> SPECIFIC- SPECIFIC

It must be specific, so clearly formulated that even a 5-year-old child can understand it. Define very well what you want to achieve and what you don't want to achieve; what your goal consists of (if it is divisible in stages or

milestones); if it includes more people besides yourself.... In short, be CLEAR.

Eg: Increase my skills in data analysis to improve digital marketing strategies.

## 2. M -> MEASURABLE - MEASURABLE

Measurable. If you can measure it by some known metrics (run so many kilometers, lose so many kilos, read so many pages, achieve such and such a grade point average...) or if you can't measure it by anything known (for example, increase your self-confidence), come up with something you can base it on. The idea is that you can track whether you are getting there, whether you are getting closer to your goal.

Eg. Complete an advanced course in data analytics applied to digital marketing and apply what you have learned in at least two projects on the job.

## 3. A -> ATTAINABLE - ALCANZABLE

Achievable. Is this realistic? Maybe this is the time to see your goal with perspective, these 7 steps to define your goal are for that, so you can define it perfectly. This step helps you see your current situation and the situation you want to get to; it makes you see if it is achievable.

Ask yourself if you have achieved this before in the past, or if you know someone who was successful in doing so.

Eg. I will review course options with my mentor and select one that fits my schedule and resources. My supervisor at work has agreed to give me projects where I can apply these skills.

## 4. R-> RESULTS-ORIENTED - CHALLENGER

That it involves effort and that this effort appeals to you. In this step you have to think about a balance between where you are and where you want to be. If you need to put in extra effort to reach your goal, would you do it? Is what you want to achieve so attractive to you that you wouldn't mind risking anything to achieve it? Note, however, that we must also take into account that in particular we would have to take a risk. Sleep hours? Money? All this needs to be studied.

Eg: Developing skills in data analytics is crucial to better understand the impact of digital marketing campaigns and optimize evidence-based strategies.

## 5. T->TIME-BOUND- LIMITED IN TIME

The idea is to achieve your goal to be happier, you want to achieve what you have set for yourself because it brings you closer to the life you want to have in the future. However, if we do not limit your objective in time, you will not be in a hurry to do it, you will not have the motivation to move and get going. You won't put all your energy into getting it. So put the emphasis: "set yourself an end date". The idea is not to make that date an immovable date, but to orient your mind temporarily. The days go by, but if you don't do anything to make those days different, you will continue to have the same results you have been having up to now.

Eg: I will complete the course in six months and apply the skills learned in subsequent projects during the following quarter.

## 6. E-> ECOLOGIC-ECOLOGICAL

Be environmentally friendly and ethical. It means that you take into account how your life will change when you achieve it.

What will you have left behind? What things will you no longer have time for? The idea is for you to think about the adjacent changes that achieving your ultimate goal will entail. It is also important to

do a check on how many people are affected by me achieving my goal, and whether those people matter to me. Maybe your goal is to be a millionaire, but to be a millionaire you would have to work a lot and travel a lot... that goal will make you a millionaire.

leaves very little time for your family. Do you want that for yourself? Would you be happy with those consequences?

Eg: I will review my progress with my mentor each month to adjust the learning plan accordingly.

necessary and ensure that I am effectively applying the skills I have acquired in my workplace.

## 7. R->REWARD-RECOMPENSA

That the reward for achieving what you want is so attractive and beneficial that you don't mind fighting for it. Define what rewards you would get from achieving your goal, what you would feel, what you would get....

Is it an award? Maybe a university degree? Perhaps the respect and acceptance of your family? Please note that this step is perhaps the most important. You need to know "what" you are fighting for. Yes, I said what for, not why.

Eg: If I encounter difficulties in applying the skills learned, I will seek additional opportunities for practice, such as freelance projects, and discuss with my mentor possible adjustments in approach or additional resources.

## SMARTER ACTION PLAN

To work with the mentee, focus on objectives that can be dynamically related to your career line, personal and professional objectives.

- a) Write down 4 objectives that you consider fundamental to reach your goals, improve your performance, meet your expectations or reduce the gaps detected during the session.
- b) The creation of each objective must respond to three primary elements:
  - ✓ Action (Infinitive verb)
  - ✓ Object (On which the action acts)
  - ✓ Condition (Quality Criterion or Measurement)
- c) Evaluate each of the SMARTER objectives and mark in the CheckList column if your objective meets these variables.
- d) In case your objective does not meet one of these variables, rethink your objective and rewrite it again, until it meets all seven variables (SMARTER).
- e) Set up follow-up dates with your mentor to review progress

Write your objective (action + object + condition)		CheckList (Yes/No)
<b>S</b>	Does the action clearly state what I should do?	
<b>M</b>	Can I measure the success of the action? With what indicator?	
<b>A</b>	Is the action within my area of influence?	
<b>R</b>	Is the action realistic and can it be implemented with current resources?	
<b>T</b>	Does the action have an estimated time frame? Do you have a start date and end?	
<b>E</b>	Did I assess how it will affect my environment?	
<b>R</b>	Will I be rewarded once the objective is achieved?	

## SMARTER GOAL DIARY

MI OBJETIVO ES...		OBJETIVO Goal	
Específico	S		
Medible	M		
Alcanzable	A		
Retador	R		
En un marco de tiempo	T	¿CÓMO ME BENEFICIARE? How will I Benefit?	
Ecológico	E	RETOS A SUPERAR Challenges to overcome	
Recompensa	R		
A realizar por: .....			
...../...../...../			
PASOS CLAVES Key Steps			
DESCRIPCIÓN	Fecha de Inicio	Fecha de finalización	
Description of Activities	Start date	End date	
COMO MEDIR MI PROGRESO			
Objetivo	Sabré que lo he alcanzado por este resultado	Fecha de realización	Reflexión sobre mi progreso
Goal	How will I know if I reach the result?	Completion date	Reflection



## SMARTER Journal

When to use it?

It would be important to send him to the mind, before the first session. Next, you could go over it with your mind explaining how to form your SMARTER goal. The registry helps them develop a strong context and purpose that motivates them to achieve this goal.

## MENTORING QUESTIONS TOOLKIT

### **Relationship building: recognizing strengths**

What are your five key strengths?

What are your top work-related strengths?

What people have had a positive impact on who you are today?

How have you helped someone become a better person?

How would you describe your personality to someone who doesn't know you?

### **Priorities and objectives**

What long-term objectives are you working on

What support do you have to work towards your objectives

When you set goals and priorities, do you meet them?

Is there anything you would like to stop doing or anything new to start doing

What keeps you from following your goals

What strategies do you use to stay motivated to achieve your goals?

### **Taking action and reaching potential**

What actions do you take to reach personal potential?

What prevents you from taking action to reach your potential?

What results have you achieved when you have taken positive action?

What motivates you to work hard to reach your full potential?



### **Self-discipline**

What could you work on to be more self-disciplined?

Give an example of an area in your life where you show self-discipline?

How do you stay self-disciplined in times of challenge?

If you have to rely on yourself, what are the main challenges you face?

What experiences taught you to be self-disciplined?

### **Emotion regulation**

How do you cheer yourself up during difficult situations?

What emotions do you want to work on: e.g. controlling anger or impatience?

What positive emotional strengths do you want to build on?

What are your priorities: if you could work on three emotional responses that hold you back, what would you want to know?

Who can help you work on regulating your emotions?

Can you identify role models who could be positive influences in your life and work?

### **Support**

How important is it for you to have support and encouragement?

What expectations do your family and friends have of you?

Who can you rely on for support?

What strengths do you have that others can rely on?

How do you support those around you?

What actions could you take to get more support?