

# INDIVIDUALIZED MENTEE ACHIEVEMENT PLAN (IMAP)

Mentee Name:

Mentor Name:

Time Period Covered

Date of last meeting

Date of upcoming meeting

## 1. Work time allocation

**Current**

**Desired**

Teaching/Training

Research

Patient Care

Administration/Other

Writing Manuscripts and Applications

What would you have to add/change/give up in order to reach your desired time distribution in each area?

Would doing what that would require be worth the effort? Why/Why not

## 2. Work/Life Balance

**Current**

**Desired**

Work

Personal

What would you have to do in order to reach your desired distribution?

Would doing what that would require be worth the effort? Why/Why not

## 3. Current Professional Responsibilities

List your major professional responsibilities and if you anticipate significant changes to them in the next 'T' time:

## 4. Long Term Goals

What are your goals? (Next 3-5 years)

*Provide one or more SMAART success indicators for each goal*

*a. SMAART success indicator is:*

*Specific – It should concretely define what is being measured when assessing success*

*Measurable – it should describe an outcome that can be objectively measured*

*Achievable – the success bar should not be too high*

*Ambitious – the success bar should not be too low*

*Relevant – it should be germane to your overall goal*

*Time Limited – should state a time after which it is reasonable to assess success*

*Example:*

*Goal – Become nationally known in my field*

*Success indicator – within 5 years have done at least one plenary talk at a national conference (add as many as needed to make your goal as concrete as possible)*

## **5. Short term goals:**

What do you plan to have achieved this year

What do you plan to have achieved before meeting with your mentor again?

*List goals and provide one or more success indicators for each goal. Success goals here might address number of workshops completed, abstracts/manuscripts accepted, technical skills acquired, research collaborations joined, grant applications submitted/revise/funded.*

## **6. Resources Needed**

List the tangible or intangible resources that you need and answer the following questions about each:

- What prompted this need now
- How will your current work benefit from this need
- How will your overall research career benefit from filling this need

*Tangible resources may include funding, space, materials, supplies, services, equipment*

*Intangible resources may include ideas, times, consultation, training, skill building, collaborations*

## **7. Actions:**

How will you gain the resources you need to help you be successful?

*Specify actions to be taken, due dates, for each action, and record the dates when completed.*

## **8. Challenges and Support:**

What challenges or obstacles must you address to be successful in achieving your MAP

What steps might you consider to overcome them

Who in your personal and/or professional life can positively influence your MAP's completion

*For example if you have a tendency to miss deadlines you might sign a contract with XXX to hold yourself accountable.*

**PROGRESS REVIEW:** fill this out every 'T' (time unit – we set this)

What progress has been made on your iMAP

What have you learned so far

What if anything about your MAP should be fine tuned for the next 'T' period

**DEVELOPMENT ACTIONS TO TAKE FORWARD**

Mentors and Mentees should agree on these at the current meeting

**MENTORS SUMMARY COMMENTS**

Mentors should provide these in writing within one week after the meeting.