



# Sample Milestones Outline

## Timeframe

First Month: Weekly

- Week 1
- Week 2
- Week 3
- Week 4

## Milestone

- Establish relationship goals
- Build a developmental partnership
- Develop professional/personal goals
- Assess goals

## Activities

- Share availability & preferred method of contact
- Share biography
- Complete SWOT Analysis
- Create measurable plan

First Month: Weekly

Week 1

Week 2

Week 3

Week 4

Timeframe

Second Month: Biweekly

Week 6

Week 8



Milestone

- Build trust
- Chart progress and growth



Activities

- Take online self-assessment
- Assign mentee homework
- Volunteer

Second Month: Biweekly

Week 6

Week 8

Timeframe

Months 3-5: Monthly

Third Month

Fourth Month

Fifth Month



Milestone

- Understanding their role
- Review progress on development goals



Activities

- Shadow
- Give project update
- Attend a project meeting

Months 3-5: Monthly

Third Month

Fourth Month

Fifth Month

Timeframe

Sixth Month on: Quarterly

Quarter 3

Quarter 4



Milestone

- Learn new skill together
- Celebrate growth successes



Activities

- Attend a workshop
- Create a vision board
- Reassess goals

Sixth Month and Beyond

Quarter 3

Quarter 4