• Use this guide to strategically prepare for each mentoring conversation.
• Email your mentor after each meeting to summarize the key points.
• Save these documents to track the progress of your mentoring relationship.

Current Date __________

DISCUSSION TOPICS

1. 

2. 

3. 

QUESTIONS FOR MY MENTOR

Q. ________________________________

Q. ________________________________

Q. ________________________________

Q. ________________________________

Q. ________________________________

MEETING NOTES AND DISCUSSION HIGHLIGHTS

ACTION ITEMS FOR NEXT MEETING

1. 

2. 

3. 

DISCUSSION TOPICS FOR NEXT MEETING

1. 

2. 

3. 

Next Discussion Date __________

Next Discussion Time __________