Mentee Journal

General guidelines in preparation for mentorship meetings

Before each meeting:

1. Write down items that you would like to discuss with your mentor
2. Describe what will add more value for you. Focus on 1-2 items primarily that will be discussed during the meeting.
    a. Consider if you will focus on your strengths and leverage those
    b. Or if you will invest time in closing a gap as this might be critical for your progress
3. Think about what agenda items you can provide your mentor before the meeting that you would like to focus on.

During the meeting

Write what actions you have decided on taking until your next meet up.Keep a log of the actions and if you have a defined timeline. Example:

Action 1….

Action 2….

Action 3….

1. Think about what actions you tried to implement/fulfil. What were the learnings/what did you experience?
2. Consider how you feel about the current situation, what you are proud of and where you feel stuck.

An action plan could look like the below example but feel free to change the items as you find suitable:

Example 1:

Action	Timeframe	Desirable Results	Pros/Cons	Who to involve

Example 2

Individual Development plan

Done In progress To do

Long term goal

Short term goals

Goal	Objective	Resources Required	Measurement	Target date

Strengths	
Weaknesses	

After the meeting

Reflect upon how the session impacted you. A few questions to consider are:

1. What did you learn from your session?
2. What did you find out about yourself?
3. How can you enhance your learning process (what more do you need to research about, what you need to incorporate in your daily, weekly, monthly routine)?
4. How did your mentor influence your motivation?
5. What is the key thing you want to keep from the session?

Appendix 1: How to set goals/objectives

Use the SMART goals framework

See more details here: https://www.laureateinstitute.org/news/smart-goals-qa-with-dr-robin-aupperle

Initial Goal (Write the goal you have in mind):

_____

_____

1. Specific (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)

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2. Measurable (How can you measure progress and know if you've successfully met your goal?):

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3. Achievable (Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?):

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4. Relevant (Why am I setting this goal now? Is it aligned with overall values?):

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5. Time-bound (What's the deadline and is it realistic?):

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S.M.A.R.T. Goal (Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):

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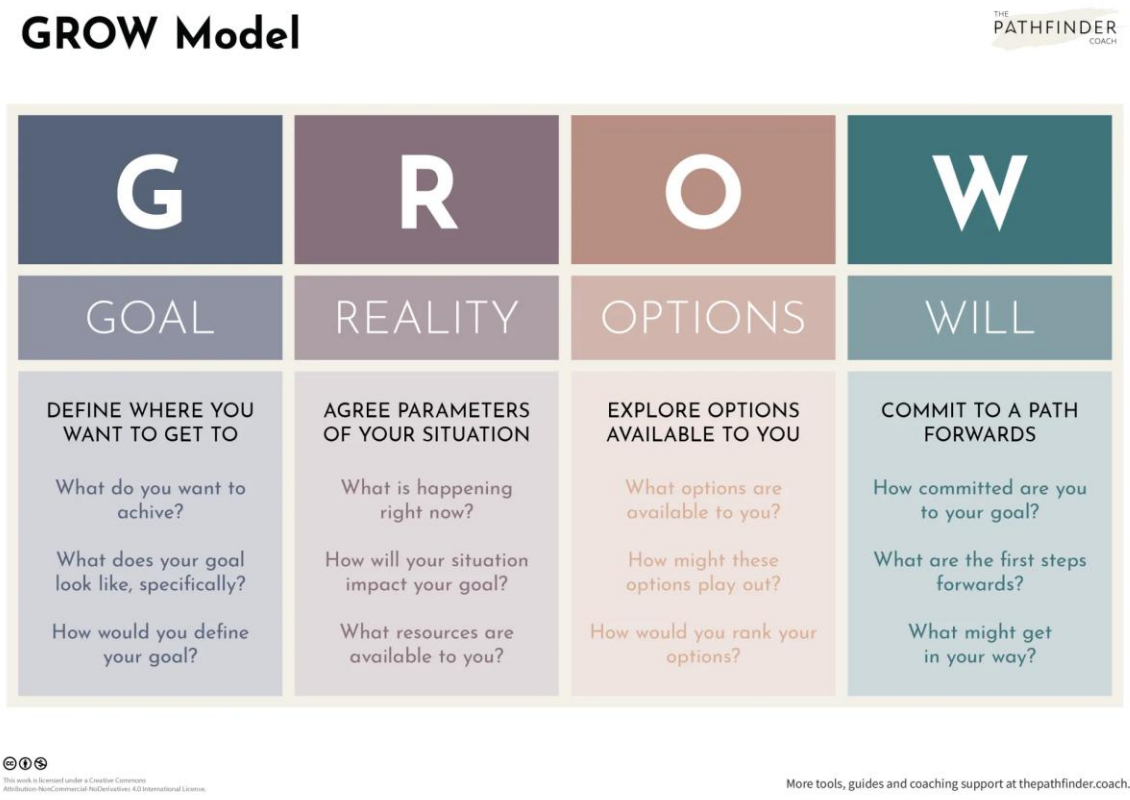
Use the GROW model

See more details here: https://thepathfinder.coach/grow-model/