

PLANNING FOR FIRST MEETINGS FOR MENTEES*

Before your first meeting with your mentor, use this checklist to plan out a flexible agenda. Think about what you want to achieve in the short and long term, as well as how you can communicate these goals effectively with your mentor.

- ___ Read through relevant materials on the mentoring relationship, your role, and establishing goals available through mentor.uiowa.edu
- ___ Arrange first meeting with prospective mentor
- ___ Explain your goals for meeting and what you hope to gain from the relationship based off of your answers to the [Reflection for Mentees](#) worksheet
- ___ Discuss and record your short-term and long-term goals using the [SMART goals](#) framework
- ___ Review your current progress towards your SMART goals
- ___ Explore useful academic, professional, and/or personal developmental experiences in relation to your SMART goals.
- ___ Discuss and record options for completing these SMART goals and target dates for completion
- ___ Amend your mentoring goals as needed to focus on your growth over time
- ___ Discuss and record with your mentor the boundaries of your relationship
- ___ Discuss and record any issues that may impact your mentoring relationship, such as time, lack of confidence, newness to the role, academic or professional deadlines, etc.
- ___ Arrange a consistent meeting schedule for check-ins with your mentor and discuss preferred methods of communication outside of meetings (email, phone, etc.)
- ___ Encourage your mentor to exchange feedback with you on a regular basis and determine a consistent schedule for these conversations
- ___ Record topics discussed and feedback given at each meeting
- ___ Request that all meeting records be kept private and in a safe place for future reference
- ___ Thank your mentor for their time and investment in your growth

→ [MENTOR.UIOWA.EDU](https://mentor.uiowa.edu)

*Adapted from University of Nebraska-Lincoln (UNL)