



Mentorship Program

Maximize Mentoring Time

Mentoring pairs will often meet only once or twice a month. To get the most out of this time together, you will need to monitor and manage your time effectively. Here's how to do this:

- Schedule mentoring sessions with enough time to have a good conversation
- Come to meetings prepared (for example, prepare an agenda)
- Use the available time constructively
- Begin each session with a progress review and update to help regain focus

Activity: How You Use Your Mentoring Time

4 The Mentor's Guide, 2nd ed. © 2012 by John Wiley & Sons, Inc.

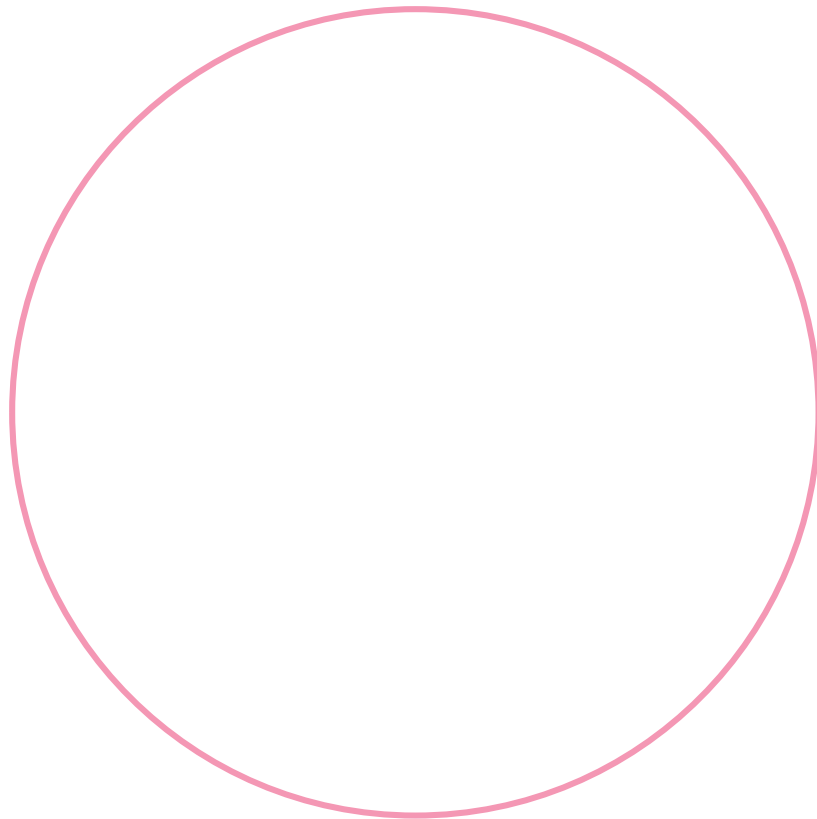
Use the circle on the next page to represent the totality of your mentoring relationship time. Divide it into slices based on how much time you spend on various activities and topics.

Check out your perceptions with your mentee's perceptions, and then answer these questions:

1. What does this circle say about the quantity and quality of time you spend in your mentoring relationship?
2. What would you like to do less of? What would you do more of?
3. Look at the circle again from the perspective of the percentage of time you spend talking and the amount of time your mentee is speaking. What do you learn from that analysis?
4. Identify three ways you can improve the quality of the time you spend in this mentoring relationship.



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Mentoring, educating, advocating, and encouraging women to seek careers in the asphalt industry.