



Mentorship Program

Meeting and Activity Log

Keeping an activity log can help you prepare for your meetings in advance, reflect on your lessons learned, and keep track of next steps or follow ups.

Making notes before and after each meeting can contribute directly to your learning and help keep you focused on your goals. In addition, you will have a record of everything you discussed and learned over the course of your mentoring relationship. Below are some examples of items you may want to keep track of for each meeting.

Date: _____

Time: _____

Discussion Topic or Activity:

Reflection/Lesson:

Follow-up:
