

MENTEE TIPS TO USING YOUR PERSONAL JOURNAL

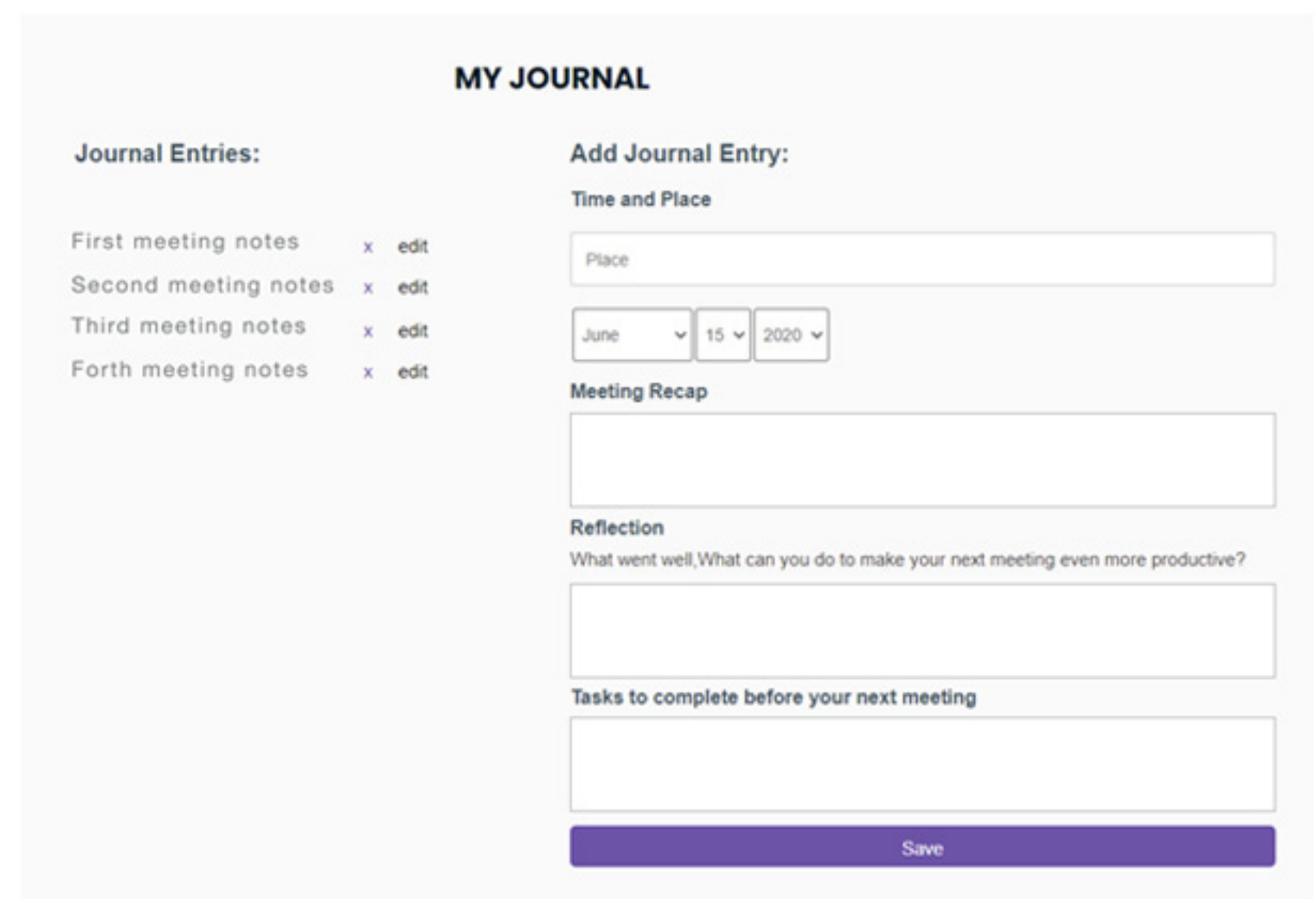
As part of your mentoring activities, we recommend keeping notes in your Personal Mentoring Journal. At any point or at the end of your mentoring relationship, you can print for future reference.

Your Journal is for your reference only, it isn't seen by your Mentor. You can write long notes, short notes, bullet points etc. - don't worry about your spelling or punctuation, think of it as your online notepad!

What should I write in my journal?

- * Key thoughts and takeaways
- * Clarify your goals, priorities, intentions
- * Note resources mentioned
- * Jot quotes and ideas from your mentor
- * Recall learnings and observations
- * Recognise and process your emotions
- * Develop your thinking
- * Helps you to remember and be more focused

If someone is taking the time to be your mentor you need to keep notes somewhere - so why not write them in your Personal Journal!



MY JOURNAL

Journal Entries:

First meeting notes	x	edit
Second meeting notes	x	edit
Third meeting notes	x	edit
Forth meeting notes	x	edit

Add Journal Entry:

Time and Place

Place

June 15 2020

Meeting Recap

Reflection

What went well, What can you do to make your next meeting even more productive?

Tasks to complete before your next meeting

Save

