

Mentee Notes

Use this outline in each session to track progress, capture insights, and define next steps to keep the mentoring relationship focused and accountable.

1. Updates & progress

Changes since the last session, progress on previous action items or shifts in role or responsibilities.

2. Today's focus

The topic or skill for this session and how it connects to my overall objectives.

3. Scenarios

Key situations or challenges discussed, along with strategies or approaches to try.

4. Key takeaways

Main lessons, insights, or new perspectives from the session.

5. Actions and next steps

Specific assignments, experiments, or practices I will commit to, including resources needed and target dates.

6. For the next session

Topics to revisit, skills to continue developing, and follow-ups to check in on.
