

Your Guide For How To: Set The Agenda As A Mentee

Step 1: Lay Your Foundation

Define your 'why' My specific skill/knowledge/career goal is:

Research your mentor How my mentor's experience matches this goal:

Your mission statement:

Step 2: The First Meeting

Point to cover	Key question
Purpose	"Based on my goals, what do you think would be the most effective use of our time together?"
Pace/Logistics	"What frequency and format work best for your schedule? I'm flexible."
Preparation	"I plan to always send a few talking points/questions 48 hours before we meet. Is there anything else you'd like me to prepare?"

Step 3: Keep It Going

Pre-meeting emails- cover updates/progress, session focus and action plan

Be flexible- it's your agenda so you can pivot to meet sudden challenges (just remember to communicate this as early as possible)

Always end with action points- write them down, email to your mentor, and hold yourself accountable