



## *Mentoring: Power of 2*

### Session Journal

**Purpose:** Using a session journal helps you record your mentorship meetings. This helps keep meetings better organized and gives you a tool to improve your meetings over time.

**Directions:** The mentee should be complete this journal immediately after each session while thoughts are still fresh. The journal can then be referenced to: track progress against goals, identify concerns, define future discussions or meeting topics, evaluate how things are going in the relationship. The document can also be used by the mentor to track his/her perceptions and thoughts.

MEETING DATE	MEETING LOCATION
KEY TOPICS FOR THE SESSION (AGENDA)	
WHAT WENT WELL? (THOUGHTS AND FEELINGS ABOUT THIS MEETING)	
WHAT DIDN'T GO SO WELL?	
ACTION ITEMS	
POSSIBLE TOPICS FOR THE NEXT MEETING	
NEXT MEETING DATE	NEXT MEETING LOCATION