

MAXIMISE YOUR MENTEE EXPERIENCE

01. I am experiencing difficulty with...

02. In terms of support, I may need...

03. I want to develop my skill(s) in ...

04. What would you suggest for...?

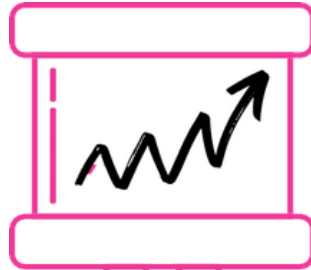
05. How can I find out more about...?

MENTEE - FIRST MEETING CHECKLIST

- Take the initiative to introduce yourself to your mentor. Connect with your mentor on LinkedIn. [Agree on confidentiality.](#)
- Discuss your short-term and long-term professional goals
- Suggest potential topics for future group mentoring sessions.
- Jot down 1–2 key takeaways

NOTES

SESSION NOTES



AGENDA ITEMS

WHAT DID I LEARN?

BEFORE OUR NEXT SESSION I WILL . . .

MENTEE / MENTOR INSIGHTS & ADVICE

SESSION NOTES

Goals are part of every aspect of business/life and provide a sense of direction, motivation, a clear focus, and clarify importance. By setting goals for yourself, you are providing yourself with a target to aim for. A SMART goal is used to help guide goal setting. SMART is an acronym that stands for **Specific, Measurable, Attainable, Relevant, and Time-Bound**. Therefore, a SMART goal incorporates all of these criteria to help focus your efforts and increase the chances of achieving that goal.

Challenge?

Specific goal to address challenge?

How will you measure success?

How will you accomplish your goal?

SESSION NOTES

What makes this goal relevant to your challenge?

When will you achieve your goal?

What will you achieve before your next session?

NOTES

GOALS AND ACTIONS



GOALS

ACTION ITEMS

ASSESSING YOUR OBJECTIVES

Did you achieve your goals?

What did you learn?

What else did you achieve?

What surprised you?

What are your ongoing actions?

MINDFULNESS ACTIVITY

If you're having trouble focusing or not really feeling yourself try taking some time out. Doing yoga, meditation or any of the suggested activities below will help.

DIGITAL DETOX

Try unplugging for 24hrs (or as long as practicable)

CONTACT A FRIEND

Text a friend or family member to catch up

ALL THE FEELS

Give yourself space to feel your emotions (without judgement)

BREATHING EXERCISES

Find a relaxing place, sit comfortably and set a timer for 2 minutes, focus on breathing in and out deeply

MUSIC SOOTHES THE SOUL

Put on a favourite song and just listen to it, no multi-tasking

NATURE IS CALLING

Go for a short walk outdoors, preferably surrounded by nature

ARE YOU NOURISHED

Prepare a nourishing meal

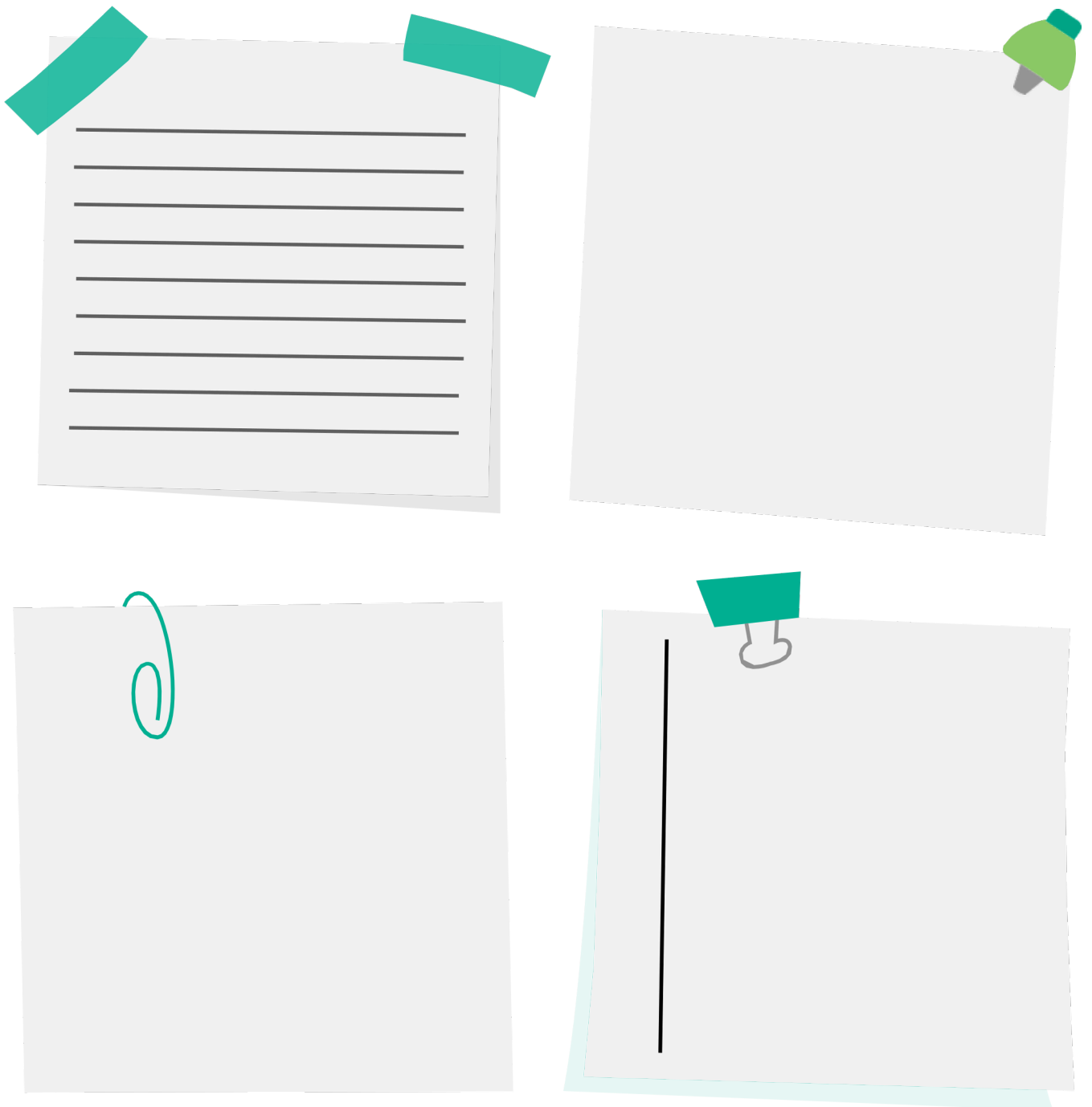
REACH OUT TO GRAD GIRLS TECH TEAM

You can reach out to our volunteer team anytime for help

PROFESSIONAL DEVELOPMENT

VISION BOARD

Print this template and fill it with photos or images that represent your goals then place the vision board in a place where you will see it everyday.



HABIT TRACKER

MORNING ROUTINE

M	T	W	T	F	S	S
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EVENING ROUTINE

M	T	W	T	F	S	S
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NOTES

7 - DAY REFLECTION CHALLENGE

DAY 1

Where were you professionally 10 years ago?

DAY 2

Best piece of advice you've ever received?

DAY 3

What are you grateful for?

DAY 4

Your favourite way to relax?

DAY 5

Describe a time you made a good choice?

DAY 6

A roadblock in your life that you have overcome?

DAY 7

Proudest achievement?

30 - DAYS OF GRATITUDE

Every day for 30 days, write down something you're grateful for.

Day 1:		Day 16:	
Day 2:		Day 17:	
Day 3:		Day 18:	
Day 4:		Day 19:	
Day 5:		Day 20:	
Day 6:		Day 21:	
Day 7:		Day 22:	
Day 8:		Day 23:	
Day 9:		Day 24:	
Day 10:		Day 25:	
Day 11:		Day 26:	
Day 12:		Day 27:	
Day 13:		Day 28:	
Day 14:		Day 29:	
Day 15:		Day 30:	

WEEKLY PLANNER

MON

WEEK BEGINNING

TUE

TOP TASKS

WED

THU

NOTES

FRI

SAT

SUN

MONTHLY PLANNER

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

SUN

MON

TUE

WED

THU

FRI

SAT

IMPORTANT DATES

IMPORTANT TASKS

90 - DAY PLANNER

GOAL # 1

GOAL # 2

GOAL # 3

ACTION STEPS

ACTION STEPS

ACTION STEPS

NOTES
