# 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 mentor and 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 and mentee to track his/her perceptions and thoughts.

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| 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      |