

CHECKLIST FOR ONGOING MEETINGS
(Things to do on a Regular Basis)

- Formulate and review 1, 3 and 5 year goals
- Reexamine goals to determine if mentee is on target to meet them or if they need to be changed
- Keep an ongoing portfolio of activities and work in progress
- Assess gaps in professional development knowledge and look for training opportunities
- Look for conference and organization participation opportunities
- Encourage attendance at appropriate socials to expand professional network
- Identify additional mentors, as needed, to expand professional skill sets
- Discuss disparities in professional and personal goals; develop strategies to alleviate issues of burnout or imbalance between the two