**Mentoring Worksheet**

**Your Goals (Mentee):**

Prior to meeting with your mentor, take time to think about and write down your professional goals. You may want to identify one-year and five-year goals. For example, a short-term goal might be to identify potential research topics for the research year (if a resident) or goals for the research time assignment (if a junior faculty member) and a long-term goal might be to select an area of specialization (if a resident) or to plan for promotion/tenure mid-cycle review (if a faculty member).

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| Short-term goals (in the next 3-6 months) | Long-term goals (next 3-5 years) |
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**Approaching Mentors**

Residents and/or junior faculty: Prior to your first meeting with your mentor, complete the above worksheet and send it to the your mentor prior to your first meeting. You may want to let them know how you think they could be of assistance to you such as:

Career selection

Problem solving

Research design

Advocate

Networking

Manuscript writing

Data collection/analysis

Finding resources at our academic health center

Establishing goals

Grant writing

Time management

Work/life balance

**Managing Relationships with Your Mentors**

Effective mentoring relationships require effort. Here are some tips for developing a working relationship with your mentor:

* Schedule meetings ahead of time and keep them
* Respect your mentor’s time and allow plenty of time for him/her to return manuscripts or grants
* Develop authoring protocols so that expectations are clear
* Take criticism and guidance with a positive attitude as the mentor is on your side
* Saying “thank you” is priceless