

Service Center of Excellence

MENTORING MEETING PREPARATION FORM

Mentees: Complete and submit to your mentor before or during your next meeting.

DATE: _____

Focus for today's meeting (what I would like to work on):

WINS: Actions taken since our last session:

What I intended to do, but did not get done:

CHALLENGES and PROBLEMS I am facing right now:

One action I can take this week that will have a significant impact:

What I commit to do by the next session:



Service Center of Excellence in the UNC Division of Finance and Operations
fo.unc.edu/service-center-excellence • FOservicedelivery@unc.edu • 919-445-0800
400 Roberson St., Carrboro, NC 27510 • Hours of Operation: M-F 8 a.m. to 5 p.m.