

**2 b. Optional Preparation and Documentation Tool for Mentoring Meetings
using the GROW Model**

Name of Mentee: _____
Date of Meeting: _____
Goal: _____ _____ _____
Reality 1. Accomplishments to date: _____ _____ _____
2. New Challenges: _____ _____ _____
Options _____ _____ _____
Wrap-up 1. Strategies to achieve goal: _____ _____ _____
2. Evidence of progress: How will you know you're making progress? _____ _____ _____
3. Milestones: Sketch a brief timeline of milestones: _____ _____ _____