# **MEETING GOALS**

# **Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form to structure meetings, guide discussion and actions, and to document activity that occurs between meetings. Adapt or extend this to suit your purposes.

1. **Agenda Preparation.** Before your meeting, note topics you want to discuss. (Refer to your last meeting plan)
2. **Work Update.** Review the protégée’s work since your last meeting. For the protégée: Describe your recent work in broad terms. Now describe: During this interval, which tasks gave you satisfaction? Why? Now describe three tasks, events, or interactions that presented a challenge. Discuss, and note recommendations here.
3. **Upcoming Work.** Discuss projects and challenges ahead. For the protégée: Describe your upcoming work in broad terms. In what areas might you need support? Discuss, and note recommendations here.
4. **Goals Check.** Track several immediate work goals and at least one long-term career goal. Goals: Focus on advancing specific technical or professional skills as well as building understanding of the company and the industry.

Actions: Refer to the Activities Guide for action ideas.

Status: Track status as “not started,” “continuing,” or “complete.”

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| **Goals** | **Actions (What will you do, who will help?)** | **Status** |
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1. **Set Meeting Date.** When and where will you meet next? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Agenda List.** Discussion or action items you know you want to cover next meeting.