

Initiation:

Structuring Meeting Time

Determine how to use your time together. One suggestion is the “**10/20/60 Rule**” that will help you to establish a solid partnership and address mentoring goals and everyday issues. For a meeting of about 1½ hours split the time roughly as follows:

First 10 Minutes

Engage in personal/professional “check-in”

Next 20 Minutes

Focus on ‘front burner’ issues (upcoming presentation, manuscript revision, etc.)

Next 60 Minutes

Discuss current and long term goals and priorities

Summarize discussion, clarify tasks, schedule follow-up meeting

