

Project SOARR Mentoring Session with _____

Date:	
Review What happened since our last conversation?	
Overview Where should we focus our attention today based on our overall goal?	
Notes/Reminders Keep track of important processes or reminders from your discussion.	
Actions What tasks are you both responsible for, and when will they be done?	
Reflect Complete 1-2 days after the meeting. What skills are still needed? What should we review?	