

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

**Name of Mentee:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Goal:**

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**Reality**

1. Accomplishments to date:

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2. New Challenges:

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**Options**

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**Wrap-up**

1. Strategies to achieve goal:

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2. Evidence of progress: How will you know you're making progress?

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3. Milestones: Sketch a brief timeline of milestones:

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