Each One, Reach One Goal Tracking / Monthly Check-In Sheet

Mentor Name: ____________________________
Mentee Name: ____________________________
Month/Date: ____________________________

How many times have you met so far this month?  1  2  3  4 or more

How frequently do you communicate and how?

What did you talk about this month?

What was the most useful aspect of your meeting(s)?

What are areas for improvement for your relationship?

What progress have we made towards achieving last month’s action planning/goal setting /next steps?

To Do List: (Action Planning/Goal Setting /Next Steps)