

TASK PLANNING TIPS FOR MENTEES

For each Goal you plan to work towards with your mentor there needs to be a Task list of activities.

Try and break the goal down into smaller parts - like a house is built brick by brick.

Think about the list of activities you need to do in order to achieve your goal. Try and break it down into a sub-list of activities and put a time-frame to accomplish them.

Want an example?

Say one of your goals is to expand your knowledge of a particular business area that your mentor works in. Let's take 'Aerospace' as an example (of course it can be anything!).

One task might be to ask your mentor specific questions about the Aerospace industry. You could prepare a list of questions about the job, what they like about it, what's boring or difficult.

Part of the Task is to write notes around the answers.

Another task might be to read a book your mentor suggests. Give yourself a time frame to actually get the book and then another time-frame to read it. You could even go further and allocate time to read chapters of the book to make sure it gets read!

Keep notes however you prefer - you can use a notebook, store them on your computer, use the MentorEase platform - whatever works best for you.

