Initiation: Sample Meeting Structure
Determine how to use your time together. One suggestion is the use the “10/20/60 Rule” that will help you establish a solid partnership and address mentoring goals and everyday issues. For a meeting of about 1 1/2 hours split the time roughly as follows:

**First 10 Minutes**

___ Engage in a personal/professional “check-in.”

**Next 20 Minutes**

___ Focus on “front burner” issues (upcoming presentation, important manuscript revision, pending assignment, etc.).

**Last 60 Minutes**

___ Discuss current and long term goals and priorities.

*Mentoring is a brain to pick, an ear to listen, and a push in the right direction.*

- John C. Crosby