Maximize the Value of Your Mentoring Meetings

To help establish a solid partnership with your mentee and ensure that you are addressing both overall goals and everyday issues, consider applying the **"10/20/30 Rule"** when you meet.



One-hour Meeting

First 10 Minutes: Engage in a personal and professional "check-in."

Last 30 Minutes: Discuss current and long-term goals and priorities.

Next 20 Minutes: Focus on "front burner" issues (for example, upcoming presentations, manuscript revisions).