



Mentorship Planning Worksheet

Build a meaningful mentorship relationship — for mentors and mentees

Goals for This Session

- _____
- _____
- _____

Mentee Check-In (circle one per row)

Energy level today: Low Medium High
Confidence in STEM: Unsure Growing Confident
Workload this week: Light Manageabl Heavy
Overall mood: Struggling Okay Great

Discussion Topics & Talking Points

TOPIC / QUESTION	NOTES / RESPONSE
_____	_____
_____	_____
_____	_____
_____	_____

Strengths Observed in Mentee

- ◆ _____
- ◆ _____
- ◆ _____

Areas for Growth / Focus

- _____
- _____
- _____

Resources, Links & Materials Shared This Session

→ _____

→ _____

→ _____

Action Items Before Next Session

TASK	WHO	DUE BY	DONE?
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

1 2 3 4 5

Goal Tracker & Mentee Reflection

Track progress over time and capture the mentee's voice

SMART Goal Tracker (Specific · Measurable · Achievable · Relevant · Time-bound)

GOAL DESCRIPTION	TARGET DATE	STATUS	% DONE	NOTES
		No In Co		
		No In Co		
		No In Co		
		No In Co		
		No In Co		

Milestones & Wins

- ★ _____
- ★ _____
- ★ _____
- ★ _____

Challenges & Barriers Faced

1. _____
2. _____
3. _____
4. _____

Mentee Reflection — In Your Own Words

What did I learn from my mentor this session?

How has this mentorship helped me grow in STEM?

Mentor Private Notes (observations, follow-up plans, referrals)

Mentee Signature: _____

Date: _____

Mentor Signature: _____

Date: _____

"A good mentor is not someone who gives you all the answers — they help you find your own."

— STEMpower Foundation