Tool 6 – Mentoring Meeting Sheet

Meeting No. ____
Date: 
Time: 
Venue: 

**Top Goals**

1. 
2. 
3. 

**Updates to Mentor on SUCCESSES**

1. 
2. 
3. 

Notes on Mentor’s Comments

**Challenges that needs resolutions since last meeting**

1. 
2. 
3. 

Notes on Mentor’s Comments

*Helping water operators help each other*
Take Home Value from this meeting

1. 

2. 

3. 

What I COMMIT to do until the next meeting

1. 

2. 

3. 

Resources needed:

%Progress towards my Goal(s) ____%

New Goal(s) if any:

1. 

2. 

3. 

Next Meeting

Date:

Time:

Venue: