



UNC
HEALTHSM

Mentee Journal

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MENTORING JOURNAL OVERVIEW

The Purpose of Journaling

This journal is intended to help you organize the many components of your mentoring relationships. It is also intended for self-reflection and growth of the mentee. Journaling is a powerful tool for keeping track of one's mentor journey and serves as a record of important information and reflections on meetings, research, contacts, and writing prompts. See below for more information on how each section should be utilized.

Journaling Topics

The journaling topics listed in this section are intended as suggestions but are beneficial to navigating one's mentor journey.

Notes

This section provides space to write down ideas/notes from meetings, research, experiences, goals, outcomes, feedback, etc. Feel free to use this space to capture anything related to your mentoring.

Research

Use this section to capture information on any research or new information pertaining to mentoring, growth, development, etc. It can be lived experiences or formal research such as articles, books, or interviews.

Inspirational Imagery

This section can be used to capture visual representation that pertains to any aspect of your mentoring.

Descriptive Notes

Use this section when you need to write down notes or ideas and want to incorporate supporting visuals.

Questions

Any questions you have can be recorded in this section. It provides a running log on the questions you had or were asked so that you can return to them when or if needed.

Inspirational Quotes

Quotes can be a powerful source of motivation and understanding. Use this section to list any quotes around mentoring that speak to you.

Contacts

This section helps keep all of your mentoring contacts in one place. Although the mentor pairing style used in this program is a one-on-one format, you may come across others in your networking and will want to save their contact information.

Yearly Goals

This is a quick snapshot of the yearly goals you want to achieve. Make general notes about the goals you want to achieve monthly over the next year.

Bullet Journaling

Journaling has taken various forms over the years and there is no wrong way to journal or keep your thoughts organized. Bullet journaling has become increasingly popular because of its creative design. This section features two bullet journaling topics – notes and to-do list. Use this space to creatively capture your notes and action items.

Journaling Topics

Personal Vision Statement
Think about the journey you want to take professionally and personally and begin capturing the big ideas. After you have decided what your big ideas for your journey are, craft a personal vision statement thinking about how this guides your life and provides the necessary direction to follow your journey and the choices you make about your life and career.
Strengths and Enhanced Growth
Think about your strengths and other areas for improvement and growth. How can you leverage your strengths to develop new skills pertaining to growth? Discuss 1-3 objectives for achieving this.
Skill Development Action Plan
What specific skill do I want to develop? How can I develop the skill needed? What resources will I need? Will I need to reach out to others for information to achieve this? Is this an achievable skillset to develop? Ask yourself these questions (and any others) to start thinking about the skill needed and how you will achieve developing that skill.
Role Models
Discuss a role model that has been influential in your life. How has that person impacted your decisions and beliefs? Would things look different for you if that role model were not in your life? Why role models are important and what purpose do they serve? Have you been a role model to someone? If so, how was the experience of being a role model different than the experience of having a role model?
Goal Planning
Think about the goals you want to achieve. Are they SMART goals? How will these goals help you personally or professionally? What benefit comes from achieving these goals?
Managing Work-Life Balance
How do you manage your work-life balance? Do some things need to change in order to create a more balanced structure? If so, what would need to change and how would you accomplish that change? Would the change be beneficial to you personally and professionally?
Potential Educational Opportunities (formal and/or informal)
Are there any educational opportunities that you would like to pursue? Are they readily available or accessible? If not, what resources would you need to accomplish these educational opportunities? Are they within the system or outside the system?
Your Role and Organizational Culture
Think about your role within the organization. How does your role support and help the organization? Are there things that could change in your role to better support the organization? What is your perception of our organizational culture?
Living Our Values
Thinking about our values, discuss how you demonstrate and support them on a daily basis in your job role. If you have not thought about it before, discuss how you could do this in your role.

Research Notes

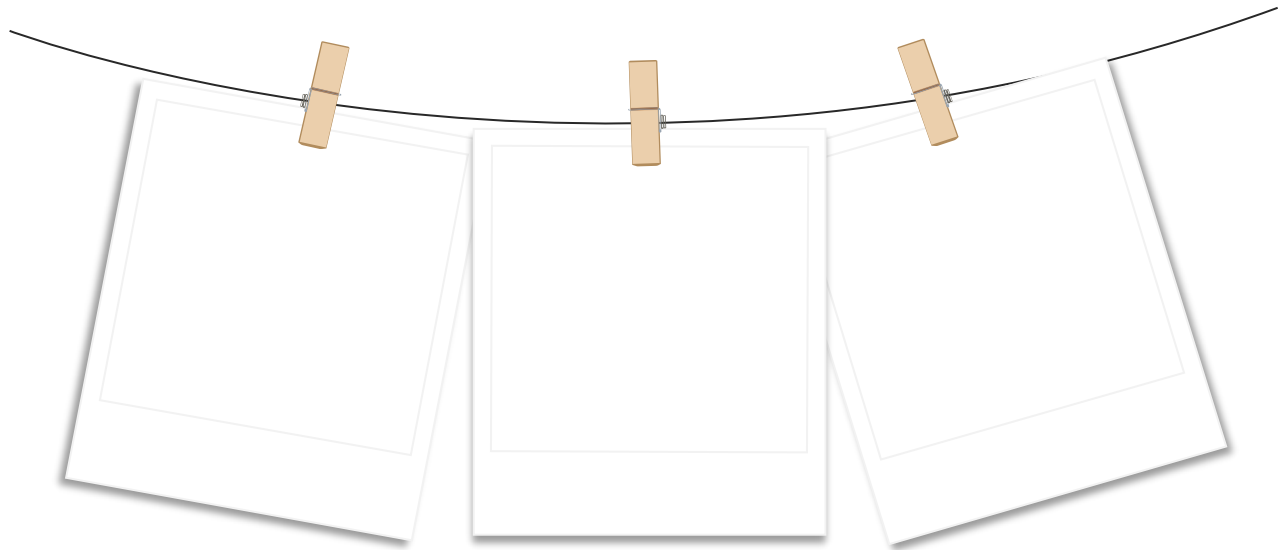
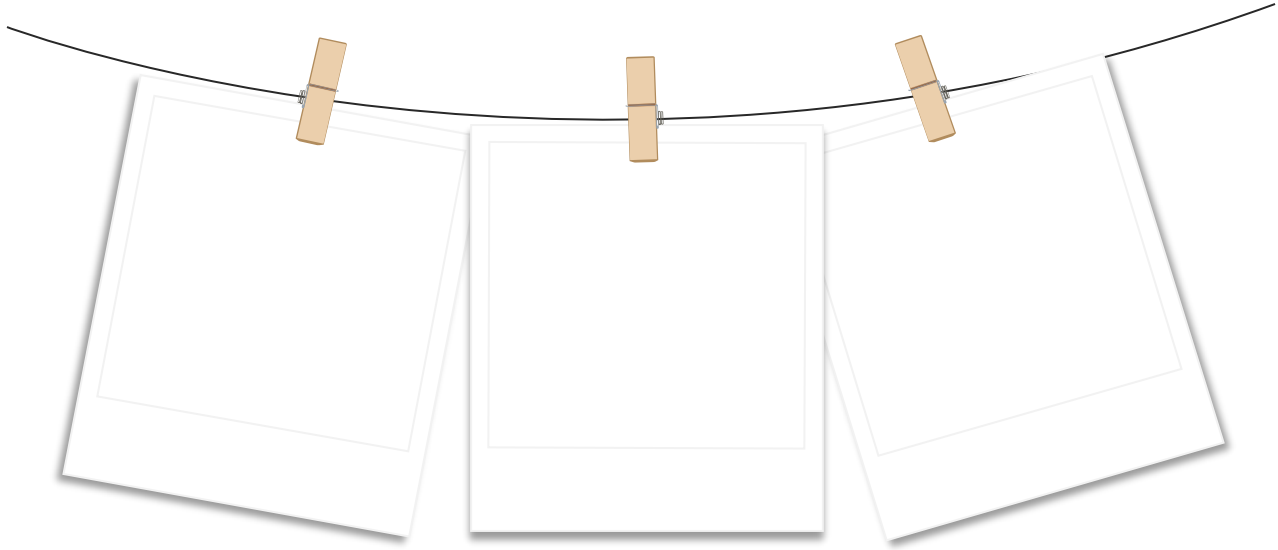








Inspirational Imagery



Descriptive Notes

Questions



Question #1

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Question #2

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Question #3

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Question #4

A large rectangular area with a dashed border, intended for writing the answer to Question #4.

Inspirational Quotes



Contacts

 Name

 Phone

 Email

 Address

 Name

 Phone

 Email

 Address

 Name

 Phone

 Email

 Address

 Name

 Phone

 Email

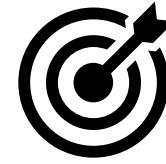
 Address

My Notes

To Do List

Grid of dots for notes.

Grid of dots for to-do list.



... JAN ...

... FEB ...

... MAR ...

... APR ...

... MAY ...

... JUN ...

... JUL ...

... AUG ...

... SEP ...

... OCT ...

... NOV ...

... DEC ...
