

STAYING-ON-TRACK

THIS TOOL IS DESIGNED TO HELP BOTH ENTREPRENEUR AND MENTOR STAY ON TRACK WITH THE MENTORING MEETINGS.

1. Start the meeting by reviewing the Staying-On-Track Tool from last meeting. Discuss progress made from action items identified from your last meeting. (Not applicable if this is your first meeting together)
2. Discuss the business progress and identify new action plans to be completed before your next meeting.
3. Set the details of your next meeting.
4. Email a copy of this completed "Staying-on-Track" Tool to your mentor immediately following this meeting.

Action Plan before next meeting

(Make sure that your action plans are specific and measurable e.g. Call 3 potential clients, Finalize the hiring of the website designer)

1.

2.

3.

Next Meeting Date

(Date, Time and Location/Phone/Video Call)