1. **Focus on achieving learning goals**
   a. Learning is the purpose and the payoff of mentoring. It’s easy to get sidetracked and lose focus. Goals help you stay focused, moving in a positive direction, and benchmark your progress. Goals need to be specific, measurable, achievable, realistic and timely.

2. **Expect to drive the mentoring relationship**
   a. Mentors are not mind readers. Be prepared to ask for what you need, when you need it. They won’t know what you need unless you tell them.

3. **Prepare for all mentoring meetings**
   a. Advance preparation for mentoring sessions will save time, make meetings more efficient and result in more meaningful learning.

4. **Stay connected and in communication with your mentor**
   a. Utilize multiple ways to stay connected to your mentor. Be respectful of their time and understand that they do not owe you subsequent meetings unless mutually agreed upon.

5. **Be willing to stretch and step out of your comfort zone**
   a. Expect your mentor to challenge you with questions and learning opportunities that might take you outside your comfort zone. They may initially make you uncomfortable, but the stretch is what will maximize your learning.

6. **Ask for specific feedback**
   a. Your mentor’s honest and candid feedback will contribute to your self-awareness and get you to the next level. Practice asking for specific feedback and be prepared to receive it without being defensive. Share feedback with your mentor and act on what you hear.
   b. Your willingness to be vulnerable makes a significant difference in your growth and development.

7. **Focus on the future**
   a. It’s easy to get bogged down in day-to-day issues instead of focusing on your future. Keep in mind that mentoring creates momentum towards your future development. Be prepared to articulate your vision for yourself so that you and your mentor can suggest strategies for your future success.

8. **Keep a journal**
   a. Write down specific topics during your meetings, noting any action items, and record a general summary of what is covered for future reference.