



## Time Management for Mentors and Protégés

Women are very busy people and, therefore, have much to offer younger, less experienced women.

But, women might say “I am too busy to support and guide a protégé.”

And younger, less experienced women might say “I am too busy to find and learn from a mentor.”

**We strongly encourage ALL women to participate in Mentor-Protégé pairs.**

You might even be a mentor for one woman while being a protégé of another woman.

Here are **FIVE STEPS** that can help to manage your time so that you are successful as a mentor or protégé: Schedule, Plan, Set Goals, Proceed, Review.

### 1. SCHEDULE

Develop (or review) your SCHEDULE by day, month and year (digital or written or both). Assess where you might add another, periodic meeting with a mentor or protégé.

Be realistic. You might agree to digital meetings sometimes rather than face-to-face.

After you identify someone agreeable to being your mentor or protégé.

2. **PLAN** meeting times and length, allowing for occasional spontaneous communications too. Always be respectful of the other’s time. Be on time.

### 3. SET GOALS

Together, develop some GOALS for your work. What do you aim to achieve while mentoring this person? What do you aim to learn and do as a protégé?

**Set reachable, reasonable goals. You can always add more.**

4. **PROCEED** with your plan and goals, being as open and honest with each other as possible.

A good mentor-protégé relationship is based on good communication.

5. **REVIEW** your work together periodically. Should you continue working together? What, if anything, needs to change? Is it time to end the arrangement?

**This is a voluntary arrangement! All relationships have beginnings and endings.**