**Mentorship Checklists**

Adapted from: Mentorship in Academic Medicine. Sharon E Strauss, David L. Sackett; Wiley Blackwell 2014 (Chapter 3 and Chapter 4.1)

Checklists are helpful in reminding mentors to review all aspects of their mentee’s academic life including helping them think about the balance between their work and personal life.

1. check in/ assess for any urgent issues
2. review
   1. administration
   2. clinical (inpatient, outpatient, on call)
   3. research
   4. teaching
   5. work-life balance
   6. career guidance
3. assist/advise: set goals(including deadlines), give advice
4. consider opportunities/collaboration
5. advocate (identify areas of need)
6. wrap up: schedule next meeting

Within the context of the checklist above, the mentee will need to set some priorities. Here are some suggested questions to guide this process:

* + Things you do now that you want you quit
  + Things you have been asked to do that you want to decline
  + Things you are not doing that you want to start doing
  + Things you are doing that you want to continue doing