

[Make a Copy] 1-1 Check-in Template

How to use this document

- **Copy this template, and share the document with your mentor :)**
 - Rename this document with your name replacing the [make a copy]
 - Together with your [research project planning](#) document, these will be the key documents you discuss with your mentor
- This is only a template! By default, it won't be perfect - so you should feel ownership over the document and edit it so that it works for you and your mentor
- **Try to fill out the meeting prep and send it to your mentor at least one day before the meeting starts.**

Regular Check-ins

Date: 10 Feb 2026 | **Check-in**

Agenda

- ☐ Check-in
- ☐

Action items

- ☐ Move any things we didn't get to discuss to next meeting agenda

Mentee Prep

How's life? And what was the highlight of your week?

-

Project updates/Things to discuss today

-

Anything else?

-

Less time sensitive things we can also discuss later

- *Anything from last time or earlier we didn't get to yet?*

Mentor Prep

How's life? And what was the highlight of your week?

-

Project updates/Things to discuss today

-

Anything else?

-

Less time sensitive things we can also discuss later

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Topic repository

The topics below are topics you can add to your check-ins if needed:

- **What most needs to happen to make the next week successful?**
- **Did you spend significant time on things other than you'd set as top priorities for your active projects? If so, do you endorse that?**
- **In the last week, would you say you spent too much time on some things due to perfectionism or going down rabbit holes, or that you struggled with anxiety,**

imposter syndrome, or procrastination? If so, is there anything you or your mentor could do to mitigate that in future?

- **Any items you'd like your mentor's input on?**
- **Retrospective on last month's goals**
- **Are there any tasks where you feel a bit stuck or unsure of how to move forward? Are there any tasks or projects you've been avoiding working on?**
- **Any other reflections you want to share on things that went well / skills/habits you developed this week, or things you could've done better or should work on?**
- **Is there any feedback you can share on what your mentor did well in supporting you this week or could do better in supporting you in future?**
- **Is there any feedback your mentor can share on what you did well this week or what you could improve on?**
- **Are there any topics you want recommendations of sources on or people to talk to about?**
- **Are there any people or types of people that you should maybe get in contact with or that [your mentor] should maybe send an email introducing you to?**
- **Are there any resources your mentor could share with you that could help your career growth?**