1. Assess the mentee
   1. Check in
   2. Assess for any urgent issues
2. Set an agenda
   1. Review pending items
      1. Administration
         1. Hospital
         2. University
         3. Provincial
         4. National
         5. International
      2. Clinical
         1. Inpatient
         2. Outpatient
         3. On call responsibilities
      3. Research
         1. Publications
         2. Grants
         3. Presentations
         4. Grant review panels
      4. Teaching/training/providing mentoring
         1. Undergraduate
         2. Postgraduate
         3. Graduate
         4. Continuing education
      5. Creative professional activity
         1. Specify i.e. tool development for patients, clinicians
      6. Work/life balance
      7. Career guidance
         1. Review individual development plan and CV
   2. Assess time available
   3. Prioritise
3. Assist/advise
   1. Ask clarifying questions
   2. Set clear and measurable goals
   3. Give advice and suggest resources
   4. Agree on timeline for deliverables
4. Provide opportunities
   1. Consider potential collaborations/projects
5. Advocate/protect
   1. Outline what actions are needed
6. Wrap up
   1. Clarify expectations of mentor and mentee
   2. Schedule future meeting