

**The value of recapping meetings**

**What’s the value if recapping meetings?**

Recapping the advice your mentor has shared with you shows them you valued their input, organizes your action steps and provides them a reminder of anything they committed to follow up on.

**Getting it done**

* At the completion of each meeting, give a two-minute recap of your mentor’s advice.
* Acknowledge your mentor for the contribution they’ve made to your business.
* Within 24 hours, send a recap email with the action you’ll be taking and any follow up items they committed to.

Here’s an example:

*Hi Gary,*

*I really appreciated your time and the experiences you shared with me this afternoon. As a recap to our meeting, here are the actions I will be taking between now and our next meeting on Thursday, January 16th at 2pm:*

1. *Complete the job description for our new Community Manager role (I will send this by Jan 10th for your review/feedback)*
2. *Meet with John who is the bookkeeper for your friend Steve*
3. *Write one blog post per week as part of our content marketing strategy – I will send a link as soon as it is published (thanks for holding me accountable to this)*
4. *Take a 15 minute walk 3 times per week at lunch*

*Also, I’m looking forward to reading that article from Profit you mentioned on collaboration – please send me the link when you have a chance. See you at the Starbucks near your office on the 16th!*

*Jeremy*

**What’s next?**

* Explore and register for one of Futurpreneur Canada’s programs to get paired with a mentor <http://www.futurpreneur.ca/en/programs/>

**Already have a mentor?**

* Create a one-page profile of your mentor, including links to their key information and notes on anything you’d like to ask them about.
* Draft the agenda for your forst (or next) mentor meeting. Try using Futurpreneur Canada’s meeting agenda template: <http://www.futurpreneur.ca/en/resources/how-to-work-with-a-mentor/tips-tools/the-meeting-agenda/>
* Ask your mentor how they would like you to structure your communication to them.