

A photograph of two women, one with dark hair and one with curly brown hair, leaning over a desk and looking at a document. The woman with curly hair is pointing at the document. The background is a bright, out-of-focus office setting.

# The Power of Mentoring

**WORKBOOK**



**Let's Talk Referrals™**  
*Making Referrals a Reality!*

# The Power of Mentoring

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# INTRODUCTION

We can all use a little guidance in our lives.

Whether we are trying something completely new, brushing up on our current skills, or getting help navigating our workplaces – having someone whose advice we can trust is a massive boost.

Sure, we can accomplish anything we put our minds to, but what's wrong with asking for a little help along the way?

Nothing!

That's why finding a Mentor is not only a powerful choice **but also a smart one!**

This guide will help you figure out what you need mentoring with, some ways to find one, and will even help you figure out if you are Mentor material yourself.

What are you waiting for? Let's get started.

## DO I NEED A MENTOR?

Short answer – yes. While “need” might be a bit of an overstatement, everyone can benefit from mentorship.

The goal of this section is to figure out why or what you need a mentor’s help with.

### Areas For Mentorship

What areas of your life could use some mentorship?

Think about areas of your life you are struggling. Think about any goals you might have. Do you want to scale your business but not sure how to get it?

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## What Do You Need from a Mentor?

In this section, you should think about what you would like to get out of your mentorship. What are you expecting from your mentor? Some examples are acting as a sounding board, helping you brainstorm, advice, or their general expertise. Basically, ask yourself how a mentor can help you address your areas of struggle from the last section.

Areas Of Struggle	How a Mentor Could Help



Areas Of Struggle	How a Mentor Could Help



# Finding a Mentor

This section will help you figure out how to find a mentor. Keep in mind this will be a very personal journey that is unique to each of you. We can't possibly direct you towards a specific person. However, we can point you in the right direction.

## Your Current Network

It makes sense to start your search for a mentor within your own network. Have any of your friends or family accomplished one of your current goals? Do any have experience in the areas of life you struggle with? Think about the people in your life that could potentially help you through mentorship.

Areas Of Struggle	People You Know That Could Help





Areas Of Struggle	People You Know That Could Help



## Professional Resources You Can Call Upon

Outside of your normal network, do you have any professionals that you could call upon. For example, if you belong to a gym, there may be a personal trainer you can reach out to. Or your place of employment may offer some sort of mentorship or career development program. If you are a business owner, maybe you can find a mentor in a mastermind meeting, or the local Chamber of Commerce.

Areas Of Struggle	Professional Resources



Areas Of Struggle	Professional Resources





## Time to Turn to the Internet?

If all else fails when searching your personal and professional networks, maybe you can find a mentor online. You can search for mentors, but you might be better off finding experts in the areas of your life you want to address and reaching out to them out of the blue. Do some Google searching and figure out if an online mentor might be what you need.

Areas Of Struggle	Online Resources





Areas Of Struggle	Online Resources



## Message Templates

Reaching out to people can be scary, so here are a couple of templates you can use to contact potential mentors. The first is a template you can use for people you know, and the other is a cold call style.

### Emailing Someone You Know

Hi [CONTACT NAME],

I hope all is well! I just wanted to reach out quickly.

As you well know, I have always been impressed with everything you have accomplished. I have a huge amount of respect for you and count myself lucky to know you.

While I appreciate everything you have taught me, I am at a new stage in my life that could use some more guidance and mentoring.

Since you have already been such a huge help in my life, you were the first person I thought of. Is it possible to meet up quickly to chat about this further? We could [CHOOSE HOW TO MEET UP] at your earliest convenience.

Thanks  
[NAME]

## Emailing Someone You Don't Know

Hi [CONTACT NAME],

I have been following you and your work for a few years now and have to say I am a huge fan. I was especially impressed with [LIST ONE OF THEIR ACCOMPLISHMENTS].

I don't want to waste your time, so I will cut to the chase. I am looking for someone to mentor me in [SUBJECT MATTER].

I think we would be a great fit, and I am more than willing to put the work in. if this is something you are interested in, please reach out so we can figure out a way to help each other.

You can reach me through this email or [ALTERNATIVE CONTACT DETAILS]

Thanks  
[NAME]

# YOUR FIRST MEETING

Your first meeting is going to be one of your most important meetings you will have with your mentor.

This is the time you get to discuss both of your expectations. Sometimes you will realize early that you are on different pages, and that's OK – it saves you wasting time. Other times, the first meeting will go so well, you already know it's going to be a great success.

Fill out what you can beforehand, and then fill out the rest during your first meeting.

## Questions to Set Expectations

### What is Your Background?

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### What is Your Mentor's Background?

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**What Are Your Goals?**

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**What Are Your Mentor's Goals for This Arrangement?**

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**What are Your Expectations (time commitment, roles, etc.)?**

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**What are Your Mentor's Expectations?**

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**Does This Seem Like a Good Fit? (Discuss this with the Mentor, it goes both ways)**

Circle: Yes or No

**If No, explain why:**

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**If yes, set a date for your next meeting:**

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## SUBSEQUENT MEETINGS

Subsequent meetings will be personal, based on what you and your mentor feel is best.

Generally, though, you will want to go through a process like this:



## DO YOU WANT TO MENTOR?

If you have gained anything from a mentoring relationship, you might want to pay it forward. The best mentors were once mentees, after all. If this is something you'd like to pursue, you should ask yourself a few questions beforehand:

### Why Do You Want to Be a Mentor?

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### How Much Time Can You Commit to It?

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### What Kind of Mentorship Relationship Do You Want? (Formal? Informal?)

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**What Skills, Knowledge, Education, Etc. Do You Bring to the Table?**

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**What Kind of Projects Would You Like to Help a Mentee With?**

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**Anything you Need to Brush up On Before Becoming a Mentor?**

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## CONCLUSION

A healthy and productive mentor-mentee relationship is one of the most powerful tools you can wield when it comes to your overall success.

### A mentor can help you:

- Define your goals
- Stay on track
- Stay accountable
- Avoid common mistakes

Basically, a mentor can guide you towards the life you want.

If you have worked through this guide, you now know what you need from a mentor, where to find one, and how best to work with them. You even considered your suitability as a mentor yourself!

The best time to find a mentor was yesterday, but the second-best time is now. What are you waiting for? You have all the tools you need to get a mentor to help you on your journey.

And remember, you can repeat this process anytime you want by referring to the accompanying course and downloading another copy of the workbook in the [Let's Talk Referrals Community](#).

**Good Luck!**



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