



# Check-In Notes

Use this form as a supplement to your Development Blueprint if you need additional space to capture notes from your check-ins with your manager or mentor.

Associate Name:

Current Position:

**Why Check-In?**  
 You are more likely to commit to and accomplish your goals when they are written down and discussed with others. Your manager and/or mentor can help you clarify your goals, discover new areas for development, and keep you accountable to your plan.

**How Often?**  
 Re-visit your Development Blueprint at least once a quarter. Update it as goals are accomplished and new development opportunities are presented. Remember, this is YOUR plan and keeping it up-to-date will benefit you and your career.

- Check-In Discussion Topics**
- Review goals and progress toward goals.
    - o What has been accomplished? What is left to do?
  - Discuss the result of completed actions
    - o Was the goal achieved? What did you learn?
  - Are there any roadblocks?
  - Are there any goals to add or remove?
  - What support do you need from your manager, mentor or others?

Check-In Date	Who Did I Check-In With?	Notes