



## Making the Most of Your Time with Your Advisor

Whether your academic experience is going well or you would like to improve your learning, making time with your advisor a priority. Time with your advisor can help you focus your growth mindset, path to career, and connect you with valuable resources. Below are 5 important ways to make the most of your time with your advisor.

- 1. Find a time to meet.**
- 2. Prepare.**
- 3. Introduce yourself and your concerns.**
- 4. Summarize your advisor's responses.**
- 5. Wrap it up.**

- 1. Find a time to meet.**

- a. Check for your advisor's office hours (time faculty set aside to meet with students).
- b. Check in with your advisor with what are the best times or ways to connect with them on a regular basis, this could be before or after class time.
- c. (Or) Write a short note, or send a brief email.

- 2. Prepare.**

- a. Before you meet with your advisor, clarify your specific area of interest to discuss. What specific concerns or questions do you have? *Write down* your questions or concerns to avoid forgetting a question or getting off track.
- b. Be prepared to explain the ways the questions or concerns are important to you and how they are impacting you. Consider what if any strategies you have already incorporated with regards to your questions or concerns so for your advisor to be better prepared in supporting you.

- 3. Introduce yourself and your concerns.**

- a. If you have an in person or virtual meeting, be on time.
- b. Introduce yourself. If you are communicating via email or phone, avoid jumping right into the conversation. Include your name, your year in school, and a succinct introduction to what you're hoping to gain from the conversation.
- c. Explain the reasoning to your advisor so they can understand the way you think about this topic.

- 4. Summarize your advisor's responses.**

- a. To ensure you understand your advisor's response to your questions and concerns, repeat them in your own words.
- b. Write down the advisor's suggestions, and ask for clarification if your advisor's response is not clear or confusing.
- c. The more specific you can be about your concern, the more specific ideas your advisor can provide.
- d. Ask follow up questions. If your advisor gives you a suggestion, ask them if they can give you their advice on which specific areas to focus on first.

- 5. Wrap it up.**

- a. Thank your advisor.
- b. Set up a follow up meeting (if necessary).
- c. Follow up on your advisor's suggestions. Be sure to let them know how their ideas did or did not work.