**Email Invite – W•F•S Mentor**

Below is a template you can cut and paste into the body of an Email to send to your Mentor after replacing the yellow highlighted sections with the appropriate information.

Name,

Good Morning! I trust all is well with you and Place of Work.

I have just completed a week development plan for ***Courageous Leadership*** with a focus on being a “Technically, Cognitively & Emotionally Aligned” leader. Per this philosophy, Courageous Leaders subscribe to a set of leadership characteristics that guide their decisions and actions.

The characteristic I am currently developing is being a “Work, Family & Self Balanced” leader. I am requesting a meeting with you for no more than 60 minutes so that we may have a one-on-one conversation regarding Work, Family & Self Balanced Leadership.

I offer the following bullets to potentially guide our conversation:

* How important is achieving Work, Family & Self (W•F•S) Balance?
* As a leader, how do you know if you are spending the right amount of time in each category (W•F•S)?
* Do you think it is possible to truly balance W•F•S while striving for professional excellence?
* What is the appropriate W•F•S Balance for me at this stage in my life and career?
* What suggestions do you have for helping me to maintain the appropriate W•F•S Balance?
* What has been helpful to you in making changes (i.e., increasing time spent with Family or Self)?
* Do you have recommendations for books or other resources?
* Do you have a recommendation for a leader that has achieved W•F•S Balance?

If you are available, I would like to come by your office at time and Date.  Should that time and date not work for you, please suggest another between now and Date and Time.

 Thank you!

Sincerely,

Name

Signature Block