



# Mentor–Mentee Agreement

Presented by Kath C. Eustaquio-Derla  
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**First of all,**

Congratulations for having the guts to move forward.  
You're my next success story!



# Mentor–Mentee Agreement

## Disclaimer:

This agreement is between “Mentor” and “Mentee”. The term of this agreement shall be effective on the date you signed the Talent Contract and will continue until the end of the mentorship program or until the Mentee or Mentor terminates the mentorship.



# Self-Paced Mentoring No Spoon-Feeding

- You have 1 YEAR to produce a book. I challenge you to do more!
- Unlike other book writing mentors, I won't spoon-feed you.
- Instead, I will provide you with all the tools you need to outline, write, and self-edit your book.
- I will give you a deadline. But I won't remind you or touch base with you everyday.
- This self-paced mentoring is my way of training you to have that Entrepreneurial Mindset, which you need as a book author.



# Read and follow instructions. Religiously.

- During your mentorship, I will give specific instructions via email, face-to-face meetings, or online calls.
- Take down notes, set reminders, and read everything I send so you can follow instructions carefully. Completing a task the right way will save us a lot of time.
- I have mentors, too. And they send me instructions the same way. I am required to read them religiously so I won't miss out on anything.

# You need the following online tools.



## **Word Document**

For all the writing and editing tasks.



## **Google Account**

For emails, PDF viewing, and more.



## **Google Meet/Zoom /StreamYard**

For one-on-one coaching calls.

*No need to create an account.*



## **Facebook**

We have a Facebook Group for all announcements:  
PaperKat Books Inner Circle (PBIC).



## **YouTube**

To access the Learning Series and Webinar Replays

*No need to create an account..*

# **All consultations will be made via email, online calls, or face-to-face meetings only.**

- As much as possible, all consultations and questions should be done via email.
- This means if you want to ask me something, send it via email.

## **Two reasons:**

1. Facebook chatting is too fast and monopolizes one's time.
2. Email conversations are better for backtracking.
3. Continuous Facebook Messenger notifications can be annoying. It can disturb your train of thoughts when writing or editing.

PS: For quick questions and if you want to remind me that you sent something, you can chat me up on my “showbiz account”.



## Of course, you can send me Facebook Messages but please...

- Make them complete and concise.
- I receive A LOT of Facebook Messages (personal and business). To ensure that I can answer your question, please refrain from sending me incomplete messages like

1. “Hello Kath, do you have time?”
2. “Good morning, Kath! Can we chat?”
3. “Hello Kath, can I ask you a question?”

Instead, type your complete message/question so I can answer them as soon as I see the Facebook message.



- Whenever I see incomplete messages like these, it triggers my anxiety attacks and I tend to think of not-so-good scenarios.
- I always think that you might have a problem or you're backing out of the program.
- In this regard, I will not respond to incomplete Facebook Messages.

**I hope you understand.**



# No consultations via SMS

- As my mentee, please save my mobile #: **+639052160836**
- Please don't share it with anyone.
- I will not answer consultations done via SMS because they're informal.
- You can send me SMS in cases when we need to meet somewhere at mukhang naligaw na yata ako.
- Or (wag naman sana) during emergency cases.

# One Channel To Rule Them All

- It's important to stick to one channel for all consultations.
- As we move forward, we will have a lot of conversations.
- I prefer email because you can easily see the changes, past instructions, and more.
- If we jump from one channel to another, it is very confusing when we need to retrace our steps.
- **That's why: Email is the key.**



# Reminders Are Welcome

- Please don't be alarmed if I haven't replied to your email or FB chat.
- I start answering emails and FB messages at 1:00 PM each day and aim for a "clean inbox" before I sleep.
- There was a time when nalunod ako sa 3,000 emails in one day. Never again.

If I haven't replied to your email or FB chat in 10 days, you can send me a quick reminder via chat.



## **Use A Single Email Thread For Specific Tasks (As much as possible)**

- As mentioned earlier, email consultations/conversations are easier for backtracking.
- Please use a single email thread for the duration of your mentoring program, unless I create a new one for us.
- This way, we both can easily retrace our steps in case we need to backtrack.



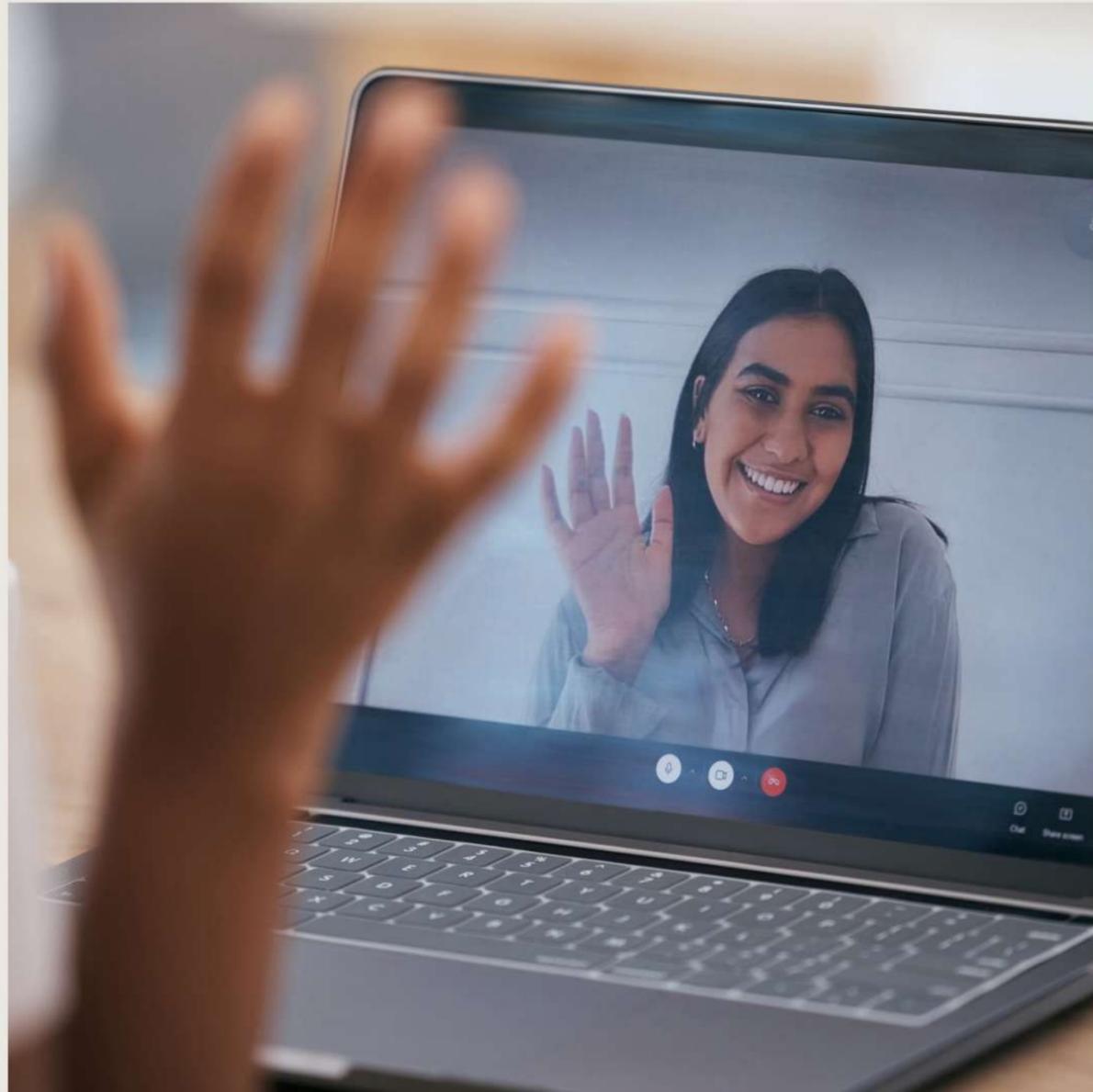
# Speaking of backing out...

- This a non-refundable mentoring program. You can't back out now.
- **Remember, dreams should have a deadline.**
- In cases when you really need to stop, you can ask for a “sabbatical” (long break) but you can't quit.
- However, if you really need to “quit”, you can ask to be transferred to the next batch but the rate is different, so you end up paying extra.
- In other words, don't quit. Just ask me to move your deadline or give you an extension to finish tasks.



# Face-To-Face Meetings

- Every now and then, we have face-to-face meetings or meetups.
- These are not mandatory. If you can't join the offline meetups, no problem.
- But if you're free and you're near the area (most of the time, it's BGC, Eastwood, and Ortigas Center), please join us so you can meet your fellow mentees too!



# Online Meetings (1-on-1 Online Consultations)

- I'm limiting Online Calls consultations to 1 hour for each mentee so we can focus on the most important part: getting things done.
- For those based abroad, we can set Zoom calls at a time that is convenient for both of us.
- Online calls can be recorded so you can watch it at your own pace.

# Please Prepare For Our Calls/Meetings

- The beauty of this mentoring program is you have one-on-one calls / meetings with me. Yung iba, puro webinars lang.
- To maximize our time together, please prepare all your questions, materials, and other concerns ahead of time.
- So when we meet/talk, we can cover all the business stuff first and then catch-up (chika time!)
- This gives you more time to pick my brain.

Remember, my forte is creative strategy! As your mentor, you have access to my creative brain. Make the most out of it when we have coaching calls or face-to-face meetings.

# Kath's Weekly Schedule

Here's a preview of my schedule so you know when it's best to contact me:

- Monday – Work Day
- Tuesday – Work Day
- Wednesday – Work Day
- Thursday – Work Day
- Friday – Work Day
- Saturday – Family Day (I work sometimes, but I try to work on personal projects, like my own books)
- Sunday – Rest Day (I do meal preps, so I try not to open my laptop)



## Kath's Daily Schedule (2024 Post-Pandemic, No Nanny Version)

- 4:45 AM - Prepare kid#1 for school
- 5:30 AM - Go back to sleep
- 8:30 AM – Wake up, coffee, deep work
- 10:00 AM - Exercise
- 11:30 AM - Prepare for lunch
- 12:00 NN – Lunch
- 2:00 PM – Work
- 6:45 PM - Prepare for dinner
- 7:00 PM - Dinner
- 8:30 PM – Work
- 10:15 PM – Sleep (since we don't have a yaya anymore, I'm on patulugin-ang-anak sa gabi duty because my husband works on Belgium time)



1. The best time to send me emails is between 1:00 PM – 6:00 PM because I respond almost immediately.
2. I reply faster via email because I can type longer messages.

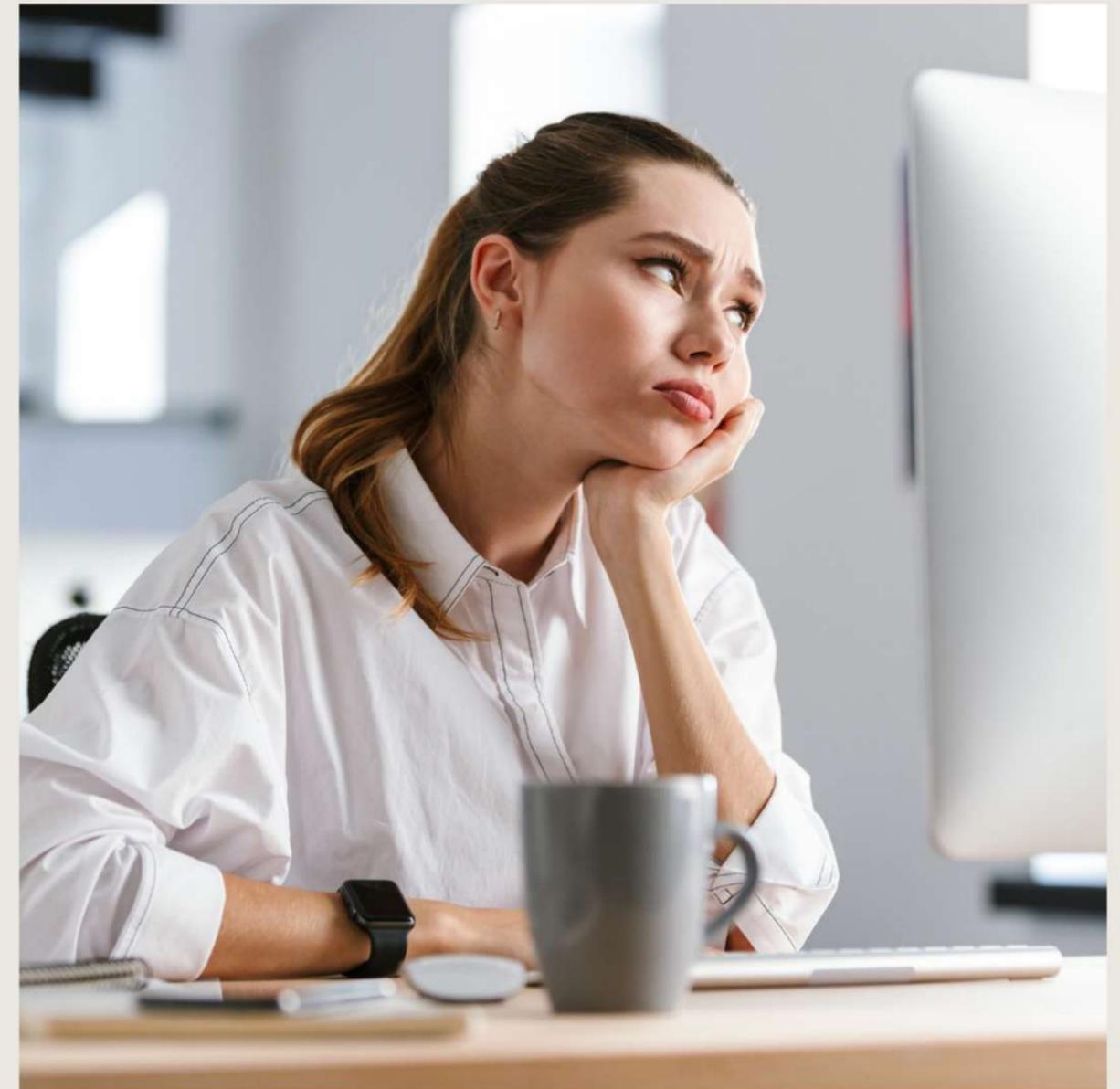
# Stick To Your Deadlines

- Watch this Nas Daily video:  
<http://bit.ly/2KjVz0S>
- You'll realize that DEADLINES helped Nas become successful in his field.
- Just the same, you need to stick to your deadlines. This is the secret to becoming a book author. SERIOUSLY!
- As much as possible, don't ask for extensions.
- Aim to submit tasks to me ahead of time.
- The earlier you can finish the tasks, the faster you can achieve your dream of becoming a book author.



# No dilly-dallying!

- My goal is to help you finally write, self-publish, and sell your book.
- You have to do the heavy lifting. You have to take action.
- No bullshit excuses, please.
- As you mentor, I have to crack the whip sometimes.
- I swear, you guys, writing the book is the easiest part.
- We have to save the energy for what comes after the writing stage.



# Support Fellow Boldies!

- Once a mentee, you are called a Boldie, as coined by John Luke Quitana Chica. You have to be as BOLD as I am and develop grit.
- We function at our own pace. Just keep moving the needle!
- You are all my success stories. Show your support by leaving words of encouragement or congratulations whenever your batchmate posts something on the Facebook Group.
- Please share all PaperKat Book posts on FB and IG, and watch YouTube videos.
- Pay it forward. Please buy copies of your co-mentees books because they will do the same.





**I just met you.  
And this crazy.  
But you're mentee.  
So trust me, baby.**

**Kinanta mo no? HAHA**

- Seriously, this mentor-mentee relationship won't work if we don't trust each other.
- Let's build a solid business relationship and eventually, friendship.
- Even after your mentorship, as my mentee, you can consult with me from time to time.
- And I promise that wherever my career takes me, I take you and your book/s with me.



# Now, let's get to work!

You can keep this as your mentoring program manual.

**XOXO, KATH**