	Why is this topic important? Works Works
	Outcome What do I want out of today's conversation?
Main Issue What is the primary issue I'd like to discuss?	Reframe Is there a different way to look at this issue?
	Key Details What background info might make the topic clearer?
PROJECT SESSION LENGTH DATE REVISION	Support What support do I need? (actions & accountability)

QUIET FLOW NOTES TO HELP PREPARE YOUR TOPIC WHY THIS TOPIC 'Why is this topic important to me?" ONE THING "What's the one thing I hope to take away from today's conversation?" (i.e., direction, clarity, a plan of action...) **REFRAME** "What's my perspective of this topic?" What's the impact to me and/or others?" "What's a way to describe how I'm feeling?" (i.e., metaphor, analogy, etc.) **KEY INFORMATION** "What key pieces of information do I need to share to make myself clearer?" "What does my audience need to know?" "What background info would be helpful?" **SUPPORT** "What support do I need from you/others?" "What action(s), next steps will I take before the next conversation?" "Who is my accountability partner? **HELPFUL TIPS** • TAKE SEVERAL MIN OF QUIET TO THINK ABOUT THE TOPIC • BOX #6 - IS YOUR ACTIONS, FILLED OUT AT THE END OF THE COACHING SESSION • BE INTENTIONAL - FILL OUT BOXES #1, #2, #3

• USE THE REST OF YOUR TIME FOR #4 AND #5

 NEXT SESSION, CHECK IN ON #6 AND CONTINUE OR MOVE TO ANOTHER TOPIC (REMEMBER IT'S YOUR AGENDA)