



Weekly Call Sheet

The more you prepare, the better the outcomes and the more value you get out of your time. Superstars, masters, icons and iconoclasts don't wing it, they choose wisely how and where they invest their time and they show up *prepared*. Believe it or not, modest preparation will put you ahead of the pack almost every time. Use this sheet to help you get the most out of meetings.

Begin with the End in Mind

What goals/objectives do I have for this call?

What is my Key Constraint right now? How can I use this call to break through it?

Is there anything I would like to know but am afraid or reluctant to ask?

What is not speaking up, asking and getting engaged costing me?

What would have to change for me to be comfortable asking?



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Guest Speaker:

What were the results of my research on this speaker?

What questions do I have for the guest speaker?

To do:

- Connect with the speaker on at least one social networking site.
- Follow up after the call via social network, a Facebook group etc. even if it's just to say "thanks!"

Questions, challenges or "Asks" I have for the call.

Ideas and insights I gained on the call



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Actions to take

I'll take action by:

Contacts, resources, people recommended

Follow-up with

Before the next call, who can I reach out to and help, support, or show gratitude to?