Notes – 1st Meeting

**Date:**

|  |
| --- |
| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 2nd Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 3rd Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 4th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 5th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 6th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 7th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 8th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 9th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 10th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 11th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |

Notes – 12th Meeting

**Date:**

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| **What are the key points from this meeting?** |
| **What goals am I planning on working on between now and our next meeting?** |
| **What are the anticipated challenges to implementing these changes and how will I address them?** |
| **What topics do I want to explore further at the next meeting?** |
| **What will I need to make the next meeting effective?** |
| **Additional notes:** |

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| Next meeting details |  |
| Date: |  |
| Time: |  |
| Location: |  |