Before, during, after.

Event _____

Date _____

Write the event at the top. Plan all three moments, not only the middle one.
Tip Block ten minutes for the after.



BEFORE

Preparation and anticipation.
How do I prepare myself and others?
Which expectations do I set?



DURING

Presence of mind.
How do we make the time together well spent?



AFTER

Reflect and follow up.
Notes within 24 to 48 hours.
Who do I thank? What do I change?