

Agenda Mapping

Building the agenda together

Process	Steps	Bonus
Focusing	Six	Pocket cards on page 2

Step	What you might say
1. Find the focus <i>open question</i>	What brings you here today? How can we best use our time? What are you thinking we could talk about today?
2. Show you understand <i>reflection</i>	So you'd like to talk about... It sounds like you're interested in... You really want to start working on...
3. Brainstorm and map it out <i>questions and reflections</i>	What would be helpful to talk about with that? What smaller steps could we talk about? What parts of that could we cover today?
4. Ask before adding <i>permission</i>	Would it be OK if I added something? I'm thinking of something. Could I add it?
5. Find what matters most <i>summary and scaling</i>	So we came up with a good list [summarize]. What stands out to you? Which of these feel most important right now? On a scale of 1 to 10, how important is this? How confident are you?
6. Settle the agenda <i>collaboration</i>	Summarize, with a focus on what matters most. Ask permission if you'd like to add an item. Decide together where to start.

Pocket cards

Cut along the dashed lines and keep one nearby.

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