



“Get it Done” Session Prep Form

Directions: Complete this form and email to me at bdonnelly@fearlessprojectmanagement.com at least 24 hours before our next session. Let me know your:

- Wins and success since we met last.
- Challenges since we met last.
- Focus for our next session.

You don't need to use the form. You can put your information directly into email, if you prefer.

When responding to each section keep these in mind:

1. How clear are you on your Vision? (or did you get all clear?)
2. What's up with your strategic action plan? (love it, hate it, don't even have it?)
3. Do you need skill upgrades? (or did you get a new upgrade?)
4. Is your environment optimized? (or could it be more streamlined?)
5. Are you mastering your psychology? (or perhaps there's something holding you back.)

WINS

List your top accomplishments/victories since our last session.

CHALLENGES

What are you struggling to accomplish, overcome, or break through?

FOCUS FOR TODAY

What would you most like to work on in our call together?