

Prep Sheet and Meeting Record

Date _____

Home Preparation

You'll get so much more enjoyment, learning and growth from the meeting if you prepare ahead of time. Please answer the following questions:

Goal and Growth Group Reports

What progress did you make last week toward your goal or mission?

What are you studying or learning in order to improve your lifestyle?

What are your specific plans for next week?

What have you appreciated this week?

Action Hour

Based on what was available last week, ask yourself ahead of time what would be the best use of the Action Hour.

If you are teaching, do you have all your notes, props and handouts?

If you plan to work with the Starter Kit, goal-planning worksheets, or some other written materials, did you pack them?

If you want someone to consult with you or give you feedback as part of Sounding Board, have you arranged it?

Looking For

Decide if you will ask for something in "Looking For." If so, make your request one sentence long at most. Write it down here:

Summit

Review your week, and jot down a Summit accomplishment or appreciation if you'd like to share one. Make it one minute or less. Use words and expressions that express the feeling and your experience as much as the action completed. Write it here:

Other Items

- Remember to arrive early if you volunteered for the set-up role or greeter role.
- If you are bringing a snack or a garage sale item, remember to pack it.
- If membership dues are due, please bring your check.
- If you wish, bring your business cards.

Meeting Checklist

Before the Meeting Starts

1. Pick up your nametag and clipboard if needed.
2. Look over the Action Hour board, then put a tick mark next to your choice in each quarter, or write down what you're offering if you plan to present something.
3. If you signed up for a helper role and aren't familiar with it, take the proper Role Sheet out of the Role Binder at Mission Control.
4. Drop off anything for the Charity Bay Ongoing Garage Sale.

At the Meeting

5. (optional) Offer to be an informal guide for the evening to a newcomer.
6. Attend the Goal & Growth Group.
7. Attend Skill Exchange periods or work quietly as you see fit.
8. Browse the Resource table or other tables in your spare time.
9. Attend "Looking For" and "Summit."

After the Meeting

10. (Optional) Network or offer help to someone who was "Looking For" it.
11. (Optional) If you plan to teach next week, note it on the lower Skill Exchange Board
12. (Optional) Socialize, browse or snack.
13. (Optional) Volunteer for a helper role for next week at Mission Control.
14. (Optional) Check out the Charity Bay Ongoing Garage Sale.
16. On the way out, return your nametag (and clipboard, etc.) to the Greeter-Collector.