



*Date:*

*Time:*

*Place:*

*Attendees:*

*Topic*

*Time*

1. Overview	10 minutes
2. Review of Purpose and Goals	15 minutes
3. Warm Up: Mind Mapping/ Brainstorming	20 minutes
4. Workout A: Listing Excercise	60 minutes
BREAK	15 minutes
5. Workout B: Refine and Review	35 minutes
6. Workout C: Top 30	45 minutes
7. Workout D: Calendaring	20 minutes
8. Review and Recommit	10 minutes