

**SAMPLE AGENDA CHEAT SHEET**

**WHEN TO USE:** reference weekly to help you run a smooth and helpful call

**PURPOSE: Direction.** Use this sample agenda to guide your calls to make sure you are addressing all the important issues.

**Partner 1: What did you complete that you committed to during your last check-in?**

*Partner 2: - I accomplished the following since our last check-in:*

**What were the results?**

*- My results were the following:*

**How did you acknowledge and celebrate your results?**

*- I acknowledged and celebrated my results by doing the following:*

**What did you not get done that you intended to?**

*- I did not get done the following:*

**What challenges did you face that stopped you?**

*- The challenges and problems I faced were the following:*

**What could you do better/differently this week?**

*- This week I will do better/differently by doing the following:*

**What do you commit to accomplishing between now and your next check-in to keep moving forward?**

*- I am committed to accomplishing the following by our next check-in:*

**What is one thing that may stop you this week? And how will you handle it so you**

**keep moving forward?**

*- One thing that may stop me is:
- I am going to handle it by:*

**How can I help support and encourage you?**

*- You can help support and encourage me by:*

Each time you meet with your AP, you should follow a specific agenda.

You do not need to follow this sample agenda line by line, but you can use the questions

to help hold your partner accountable to their specific weekly action items: