

CREATING YOUR CONFERENCE EXPERIENCE WORKSHEET

Congratulations on completing your "Creating Your Conference Experience Pre-worksheet". I believe that this exercise will serve you well. Below is a reminder of the five tips and a worksheet for actually recording your conference notes. Print multiple copies. You can also use the digital version, if you'd rather input the information from your phone, tablet or computer.

- 1 IDENTIFY YOUR VALUES.** Take time to understand your core value system. Go with an understanding of your personal protocol in tow. This will help you process the information in a way that works for you. Too often people try to prescribe the process(es) given to them as noted by a particular speaker without regard for their personal process. The speaker's values and personal protocol may or may not be in line with yours. Therefore trying to apply their system to your own may cause a major malfunction and huge frustration for you. For more information on how to identify your core values, see the VIP link under the Tools page.
- 2 KNOW WHAT YOU NEED.** Take inventory before you go. Where are your greatest points of pain (P.O.P.)? Idea generation, time management, raising capital, branding, networking, professional path, motivation, getting unstuck, etc. This will give you focus as you listen and assist you in choosing the appropriate sessions to attend. Here you can decipher what you can sit back and enjoy vs. what sessions need more intentional focus.
- 3 DO YOUR HOMEWORK.** Review the conference itinerary and match the sessions (as best as possible) with your needs. Google the conference speakers. Learn about the speaker's background, platform and journey. Of course you don't necessarily know that the speaker will speak on; however, this will give you some insight as to your reliability to the speaker and potentially any shared values. The goal is sustainable change for you.
- 4 TAKE NOTES.** No duh! Of course you take notes. I'm referring to organized notes. These are notes that are specific to the needs you outlined prior to attending the conference. Of course, you want to keep a general notes section for all of the helpful and unexpected nuggets you'll get while tuned in to the various speakers. Take time to put your notes in their respective categories, to make it easier for you to execute and create sustainable change.
- 5 DECIDE YOUR PLAN OF ACTION** Okay, you've documented your experience, learnings, actions, motivational points, etc. Now what? Before I purged my "conference" file in my drawer, I had countless conference programs with notes scribbled throughout the books. I filed them with the intention of revisiting my notes. Well, most times, that never happened. SO, now I increase the chances implementing by keeping my notes and actions plans in a document that gets included in my weekly goals. Make a plan to review your conference document and DO IT!!!

