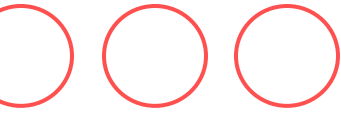




Choose People



-----> 2120 W Vine Drive
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Discussion Frame-Up

- 1) **One sentence summary** of my issue/opportunity/question:

- 2) **Clarify the type of help I need.** I am looking for: (circle one)
 - Insight/input
 - A resource
 - A go/ no go vote
 - Brainstormed ideas
 - Advice/best practice
 - Update/inform at a high level
 - Affirmation/validation that headed in the right direction
 - Someone to listen

- 3) **Key Context**/Information others need to help me. (Pick **ONLY** those that apply and be brief.)
 - Why it is important
 - Who is involved
 - What's going on
 - Non-negotiables
 - Major obstacles
 - When important drivers/dates are occurring
 - What I've already done

- 4) **Summarize**
 - A. In one sentence, re-state what you are looking for by having this dialogue (combination of one and two.)
 - B. 3 brief touchstone bullet points that provide key context to help who you are conversing with help you.

