

Your name: \_\_\_\_\_ Group: \_\_\_\_\_ Date: \_\_\_\_\_

Resource Speaker: \_\_\_\_\_ Topic: \_\_\_\_\_

**Translate the KEY IDEAS from the SPEAKER/EXECUTIVE SESSION  
into actions you want to take in your business.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

You can increase your recall 200-300 percent by reviewing these key ideas within 24 hours of your meeting.

**Importance**  
of prioritizing these issues  
and/or opportunities

**Urgency**  
in identifying & completing  
these issues and/or  
opportunities

**Issues & Opportunities Identification**

Not  
Important

Highly  
Important

Not  
Urgent

Highly  
Urgent

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5