

# PLANNING FOR AN APPOINTMENT TEMPLATE

Good preparation isn't about saying everything, it's about saying what matters most.



## 1. What is this appointment about?

(One sentence is enough)



**Example prompts:**

- "I'm here to talk about..."



Blank space for writing the appointment purpose.

## 2. My main priority today (choose ONE):

- |  |  |
|--|--|
| <input type="checkbox"/> Something I need to say | <input type="checkbox"/> A decision I need help with           |
| <input type="checkbox"/> Something I need to ask | <input type="checkbox"/> Something I want to understand better |



**Write it here:**

Blank space for writing the main priority.

## 3. If there is time, my second priority is:



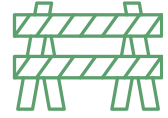
**Write it here:**

★ **Priority** ★

Blank space for writing the second priority.

## 4. What might make this appointment hard for me?

- Feeling rushed
- Not understanding the language
- Feeling overwhelmed or emotional
- Past experiences
- Other: \_\_\_\_\_



**Write it here:**

## 5. What could help if that happens?

- Asking to slow down
- Asking for things to be repeated
- Writing things down
- Support person stepping in
- Asking for another appointment



**Write it here:**

## 6. What would a “good enough” outcome look like today?

(Not perfect. Just okay.)



**Write it here:**