

Take Great Notes and Do Something With Them! (60 minutes)

Pre-Work

- Read Chapter 5 - *Beware the Notebook Vortex: Take Great Notes at Meetings and Professional Development*: Pages 101-116
- Bring your computer and whatever tools (e.g. notebooks, folders) you use to take and file your notes

Agenda

Objectives		<ul style="list-style-type: none"> • Determine effective note-taking templates for meetings and professional development • Create methods to file and store professional learnings 	
Topic	Time	Suggested Reflection Questions & Exercises	Notes & Next Steps
Greetings / Objective	5 min	<ul style="list-style-type: none"> • What do you <i>usually</i> do with your notes and next steps from a meeting? How about from a PD session? From individual development feedback? 	
Discuss pre-reading: 101-116	25 min	<ul style="list-style-type: none"> • Review Julie and Jacqueline's examples on pgs. 105-106. What do you like about the Notes/Next Steps format? What can you imagine implementing? What doesn't work for you? Why not? What will you try instead? • Review the Group Meeting Notes templates on pgs. 113-115. Which elements from these formats could be most useful to your team? What pitfalls might you need to watch out for? How might your team use formats like these to hold each other accountable? 	
Practice Time	25 min	<p>Ideas Include:</p> <ul style="list-style-type: none"> • Select the tools that best fit your working style to take and store each kind of notes (sample tools are on Page 115) • Create space to take notes and next steps: <ul style="list-style-type: none"> - If you are a paper person - modify your paper organization system to include space for meeting, PD, and individual feedback notes - If you are a digital person - create tabs or files for meeting, PD, and individual feedback notes in whichever tool you choose • Create storage folders (digital or paper) for meeting, PD, and individual development notes • Make a "meeting note date" - enter the date/time you will transfer or work on next steps from recurring meetings right into your calendar 	
Closing	5 min	<ul style="list-style-type: none"> • What did we get done today? What are our next steps? 	

Additional Questions for Pre-Reading, During-Reading, Reflection or Discussion

101-116	<ul style="list-style-type: none"> • Why is it so hard to keep track of PD notes and meeting notes and next steps? Why is it so important to do so? • Where will you take notes and next steps from PD workshops? • Where will you store these and other PD workshop materials? • Where will you take notes and next steps from meetings? • Where will you take notes and next steps from individual development feedback? Where will you store these notes? • When will you transfer your next steps from meetings, individual development feedback, and PD sessions into your organization system?
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