

Meeting Prep Sheet

Use this to help you feel prepared for any meeting you might have - at work, school, or whenever you need to plan ahead!

When & where will this meeting be held?

Is there anything that I can do to be prepared beforehand?

Who will be attending? Who do I want there to support me?

What will be discussed? Will I get to ask questions?

How will this meeting showcase my strengths and talents?

Who can help me understand and participate in decision making?

Are there any next steps I need to take?

Is there anything I want to talk about?