**OUTCOME STRUCTURE**

Meeting:

Outcomes for you:

1.

2.

3.

Outcomes for your audience:

1.

2.

3.

How will you know you have achieved your outcomes?

1.

2.

3.

Where are you at now in terms of achieving it? (0-100%)

What do you have to do between now and then to ensure you achieve it?

1.

2.

3.

4.

5.

6.

7. 