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HEARTWORK, LLC is a leadership development organization that seeks to inspire excellent schools and community centers that cater to the hearts and minds of kids, from cradle to career. In order to actualize our vision, we are on a mission to develop servant leaders who leverage neuroscience and agape love to cultivate environments that nourish the soul, stimulate the mind and unleash potential in those that they serve. Connect with us at www.heartworkllc.com or email us at leadwithagapelove@gmail.com!

Key leadership take-away: When you are leading through change, your *questions* and *use of time* during meetings are integral to your success with navigating the change process.

Tool: Essential Questions Meeting Planner



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Essential Questions Meeting Planner	
Time <ul style="list-style-type: none">• How much time do I have for this meeting?• How will I structure this time to ensure adequate exploration of the problem, ideas, conflict, solutions and next steps?	
Pre-Work <ul style="list-style-type: none">• What should my team read, consider or prepare prior to this meeting in order for it to be as effective and efficient as possible?	
Challenge: <ul style="list-style-type: none">• What is the current problem/trend/topic that we need to explore in this session/meeting?• What data do we have to illustrate the problem?• What aspects of the problem are technical and what aspects of the problem are adaptive?	
Objective: <ul style="list-style-type: none">• The problem is likely dynamic with multiple variables and stakeholders. What is the	

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<p>objective of <i>this</i> particular session/meeting?</p> <ul style="list-style-type: none"> Once we meet (or make progress towards) the objective, what implications does it have for messaging and investing others? 	
<p>Messaging:</p> <ul style="list-style-type: none"> What are the key points of our shared message? What fixed mindsets may challenge this message? What growth mindsets may reinforce this message? 	
<p>Modeling:</p> <ul style="list-style-type: none"> What <u>artifact/exemplar</u> do I have to reinforce our shared message/vision? 	
<p>Next Steps:</p> <ul style="list-style-type: none"> What are the next steps for myself and staff? How/When will I monitor progress towards these next steps? 	
<p>Agenda</p> <ul style="list-style-type: none"> Based on my reflections above, what is the agenda for the meeting? 	<p>Agenda</p> <p>Time:</p> <p>Objective:</p> <p>Pre-Work:</p> <p>Discussion:</p> <p>Next Steps:</p>

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