

Key Insights VS. Takeaways: What is the difference?

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When writing an advisory board report, you should be able to distinguish between key insights and Key takeaways

Key Insights	Key Takeaways
Valuable information or observations gained from the experts' discussion.	The concise and actionable conclusions derived from the discussion.
New perspectives, data-driven findings, or expert opinions to help decision-making and strategic planning.	The main lessons that the organization should focus on moving forward.
More detailed and specific than key takeaways, providing in-depth analysis of the discussed topics.	The distilled versions of key insights. They are easier to communicate and remember.

