**Handout #1: Reaching Your Dreams and Goals Checklist**

**Have a Pre-Meeting!**

1. Decide who will lead the meeting and where the meeting will be held and when
2. Invite additional people to the meeting who know and care about you
3. Invite anyone you might need who can help you share what is important to you
4. Get your one page profile ready to share at the meeting.
5. Make an agenda for the meeting

**Make a Plan and Own Your Plan!**

1. Talk about your biggest dream, the one you really want to see happen
2. Talk about the things that need to happen for you to reach your dream
3. The things that need to happen are **your goals**
4. Write the goals down on a big sheet of paper

**Getting People to Help You Reach Your Dream**

1. Put the big piece of paper someplace everyone can see it
2. Ask people to sign up for something they can help do
3. Ask each person to do one small thing to help them get started
4. Think about who else outside your circle could help do something on the list
5. Take a picture of the list to send to everyone
6. Set a date and time for the next session to get together for follow-up

**Follow UP: Don’t Wait for Another Service Meeting!**

1. Put the paper with your goals where everyone can see it
2. Ask each person to check off things they did since the last meeting
3. **Celebrate** action and progress
4. **Talk about** what you want to accomplish *as a team* between now and the next meeting
5. End by making a new **Next Steps list** – one from each person in the room
6. **Set a date** and who will do what for the next session.