



# Save TIME with Agenda Setting

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## **T** TOPIC – Ask for the Topic

Example Questions:

- “What would you like to focus on today?”
- “What do you want us to work on with our conversation?”

## **I** IMPORTANCE – Identify the Importance

Example Questions:

- “What makes this topic important for you today?”
- “What difference will working on this topic make for you?”
- “What part of this topic is most significant for us to explore?”

## **M** MEASURE– Make It Measurable

Example Questions:

- “As we talk about \_\_\_\_\_, what would make this conversation helpful?”
- “What practical takeaway do you want by the end of this session?”
- “How can we make that outcome measurable?”

## **E** ECHO – Establish It with an Echo

Example Paraphrase:

- “To make sure we are on the same page: you want to talk about \_\_\_\_\_ and for us to have accomplished \_\_\_\_\_ by the time we are done today?”