

FOLLOW UP ALREADY

Worksheet

The costs of not following up:

Why we avoid or neglect follow-up

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Which of these sounds like it most pertains to you?

Follow-Up System

My follow-up actions will live in this location:

Capture, decide, identify actions

Scope check: if the next step involves another person or a relational decision, it's in. If it's a studio task, it's out.

One person you meant to contact:

One opportunity that stalled:

One promise or commitment you haven't completed:

One relationship that has gone quiet:

One item you already know you should either close or release:

For each item captured, decide. Mark it as Pursue, Complete, or Release.

What is one concrete action you can take in the next 24 hours?

Schedule

I will hold my Follow-up Session every (week/day of month):

My first Follow-up Session will be on _____ (date) at _____ (time).