

**Set a timer for 20 minutes.** Go back through this session's slides and write down the steps you'll take to:

1) Create a premium client experience

2) Facilitate your strategy session

3) Deliver the report.

**Set a timer for another 20 minutes** and gather your initial set of questions:

What will you need to know before the session?

What will you potentially ask during the session?

What are common obstacles and pitfalls that the client may face and what questions will determine the client's preparedness?

**Set a final timer for 20 minutes:**

What are your outstanding tasks— e.g., stuff you still need to create to deliver this engagement?

Assign specific tasks to specific days in your calendar.

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