

# MEETING NOTES TEMPLATE

## STRATEGIC PLANNING SESSION

[Add your logo here]

### STRATEGIC PLANNING SESSION MEETING NOTES

[date] | [time]

#### VISION CAST // WORD FROM OWNER

- 
- 

#### WINS

- 
- 

#### FOCUS AREAS

- 
- 

#### TOP 3-5 PRIORITIES

- 1.
  - 2.
  - 3.
- 

#### SMART 12-WEEK GOALS: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, TIMEBOUND

Strategic Objectives: DUE [no later than the end of the quarter you are working on]

[Name of Person Responsible]

- 

[Name of Person Responsible]

- 

[Name of Person Responsible]

- 

[Name of Person Responsible]

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#### PICTURES OF NOTES

*Take pictures of the virtual or in-person whiteboard or large flip chart paper and save them at the end of this document.*