



# Workshop prep worksheet

Before you set an agenda or send an invite, make sure you have clear and focused goals.

## Question

## Answer

### **The goal of this workshop is...**

Why do you need a workshop, and what do you want to accomplish?  
(ex: team building, creating consensus, understanding user needs, generating a roadmap)

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### **The answers we need are...**

What questions do you need to answer?  
What problems do you need to work through?

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### **The people who need to join are...**

Who are the key people with the right information that will help answer questions and solve problems?  
(Consider who has the power to make decisions—ideally 5-10 people.)

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### **Our takeaways should be...**

What tangible results should the workshop produce?

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### **Success will look like...**

Determine how you'll measure success, including any must-have deliverables to come out of the workshop.

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