



2014 Annual Educational Conference Action Plan

What are my goals in attending the 2014 CLEAR Annual Educational Conference?

1. _____
2. _____
3. _____

Which sessions offer content that I can use to achieve my goals?

1. Session title _____
Valuable content _____

Major takeaways and strategies _____

2. Session title _____
Valuable content _____

Major takeaways and strategies _____

3. Session title _____
Valuable content _____

Major takeaways and strategies _____

Those who may be ongoing resources following the conference:

1. Name _____ Organization _____
Email _____ Phone _____
Purpose for follow-up _____

2. Name _____ Organization _____
Email _____ Phone _____
Purpose for follow-up _____

3. Name _____ Organization _____
Email _____ Phone _____
Purpose for follow-up _____

What vendors provide services, tools or resources I need?

1. Organization _____ Name _____
Email _____ Phone _____
Helpful services _____

2. Organization _____ Name _____
Email _____ Phone _____
Helpful services _____

3. Organization _____ Name _____
Email _____ Phone _____
Helpful services _____

What follow-up can I do in my first week back in the office?

What strategies can I implement within the next month?

What actions can I take within the next three months to help ensure I achieve my goals?

What are the big-picture trends I observed that may affect my role within the next year?