

Drafting Your Agenda

EXAMPLE...

TITLE: Marketing Mastery

DATE: July 4th 2020

Day #	Topic	Time (time of day)	Duration (amount of time)	Description
Example: 1	Intro	9am PST	60 min	Quick Intros
Example: 1	Icebreaker	10am PST	20 min	Exercise A
Example: 1	Tool #1	10:20am PST	90 min	Clarity Tool
Example: 1	Group Discussion	11:50am PST	30 min	
Example: 1	15 Minute Break	12:20pm PST	15 min	
Example: 1	Tool #2	12:35pm PST	90 min	Success Loop Tool
Example: 1	LUNCH	2:05pm PST	30 min	
Example: 1	Tool #3	2:35pm PST	90 min	Wrap Up Tool
Example: 1	Hot Seat	4:05pm PST	30 min	
Example: 1	Takeaways	4:35pm PST	60 min	
Example: 1	Closing	5:35pm PST	20 min	Farewells

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