



# Your Post Conference Action Plan

## 48 Hours Post Event

Prioritize and Schedule:

What are your top three tips or ideas you want to implement? Within 48 hours, add an appointment within the next two weeks for each on your calendar. Be sure to list the ideas AND the date they are scheduled to be worked on.

- 1.
- 2.
- 3.

By\_\_\_\_\_ the action step(s) I will take are:

Who are the top three people that are the most important for you to contact?

- 1.
- 2.
- 3.

## One Week Post Event

By\_\_\_\_\_ the action step(s) I will take are:

Contact:

Follow up with three more contacts

- 1.
- 2
- 3.

*Enter or delegate the data entry of any remaining contacts.*

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## **Two Week Post Event**

By\_\_\_\_\_ the action step(s) I will take are:

Contact:

Follow up with three to five more contacts (don't worry is it feels like you should have reached out by now. They probably haven't either and will welcome the connection.

- 1.
- 2.
- 3.
- 4
- 5

By now you should have completed the first steps of your top three priorities. Add an appointment with yourself to review your notes next week.

## **Three Week Post Event**

Review your notes and determine your next three priorities. These may be the next steps in your original priorities or they may be new ones as you've completed the first set. Don't start new ones until you've completed the original. You should never be focused on more than three at a time.

- 1.
- 2.
- 2.

## **Four Week Post Event**

By\_\_\_\_\_ I will:

Celebrate that you are making the most out of the connections, tips and ideas you spent precious time and money on.

Reach out to connect with some of those who attended to see how they are doing on their goals.

Keep reviewing and prioritizing until you've implemented all that you had hoped to and which is still relevant as you grow.