

why are you here?

This may sound like an odd question, but why are you here?

Perhaps it is best to change this is a challenge. What are you here to create? Anything is possible when you focus on meeting your challenges. Therefore, spend a couple of minutes to define your challenges:

business challenges

Set two business challenges that would be a useful result from attending this workshop.

1 _____

2 _____

personal challenges

Set your personal challenges as well. Learn new ways to be more innovative on a day-to-day basis.

1 _____

2 _____

finding more and bigger ideas at workshops

The only way to find more and bigger ideas is to be an active participant.

active listening

You will be doing a lot of listening at this workshop. It pays to sharpen your listening skills.

- ★ Let go of assumptions and expectations. This limits what you are able to hear.
- ★ Block out distractions – those in the room and in your mind.

- ★ Stay focused on the content, even if you think the style of presentation is very dry.
- ★ Don't let information overload shut you down.
- ★ If an insight is triggered, write it down and get back to the business of listening.
- ★ Don't slip into a passive listening state.

active notetaking

Don't take notes you won't look at again. Taking notes is more than recording everything you hear. You are managing information. Consider:

are you a reflective thinker? If you are, you take lots of notes and think about the information before you make connections to your own situation.

are you a responsive thinker? If you are, you start having ideas right away. You record your thoughts rather than those of the speaker.

Regardless of your style, focus on finding as many useful connections to your work as possible. These note pages were created to help you manage your knowledge and make new connections. As such, try to listen for:



Capture your insights and great ideas right away.



Generate questions that could lead you to insights during or after the workshop. Find the opportunity to ask them.



Record inspiring quotes, phrases and references here. These often reflect the essence of the material.



List what you will do as a result of the knowledge. Define these actions to use what you have just learned.