

# THE COMMUNICATION PLANNER

---

*I will make an appointment to talk to* \_\_\_\_\_

*on* \_\_\_\_\_ *in/at* \_\_\_\_\_  
(date) (location)

My goal(s) for this interaction is

My desired outcomes for this interaction are

I believe that, in this interaction, this individual will most want

I would characterize our relationship as

When communicating with this individual, it is important that I remember