

**2. Meeting Planner**

**How to use this document:** Plan for an important meeting you have. Say what the meeting is about, who it is with and what you want from it.

This planner also has bits where you can write what you want to say and what happened after your meeting.

The meeting could be about something important. It could be about your housing, support, health, money or access to a service you want to use.

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| **What is the meeting about?** |
| In this section, say what the meeting is for. Example: “The meeting is about applying for a new council house”  |
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| **Who is attending the meeting today?** |
| Please write the name and job title of the person or people you are meeting with. Example: “Name: John Johnson”, “Job title: Mental Health Coordinator”  |
| Name: |   |
| Job title: |   |
| Name: |   |
| Job title: |   |
| Name: |   |
| Job title: |   |

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| **What do I want to say?** |
| Write about what you want to tell people in the meeting. Example: “The house I live in now is too cold and unsafe” |
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| **What do I want to happen?** |
| Write about what you want to happen in the meeting and afterwards. Example: “I want to know if I can repay my debt in instalments” |
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| **Things I do not want to happen:** |
| Write about what you don’t want to happen in the meeting. Example “I don’t want to be told ‘no’ when asking for support” |
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| **Actions:** |
| Say what you have done after your meeting here. |
| What has happened e.g. “Fill in an application form” | What you want to happen next e.g. “Get my PIP application approved” |
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| **Notes: Write down anything else important that you think should go here. Example: “Check my bank balance to see if I have been paid”** |
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Our self-advocacy resources are inspired by those made by [**South West Advocacy Network (SWAN)**](https://swanadvocacy.org.uk/)