



CHECKLIST

Post-Conference Action Checklist

- ☐ Block ninety minutes within two days to review and expand your notes
- ☐ Mark the three or four ideas from your notes that warrant immediate action
- ☐ Draft personalised follow-up messages to new connections before the week ends
- ☐ Write a one-page summary of actionable insights for team members
- ☐ Identify one technique or tool from the conference worth trying in current work
- ☐ Block time in the next sprint to test your chosen technique in a small experiment
- ☐ Keep a brief record of which conference ideas proved useful in practice
- ☐ Assess whether the event delivered enough value to justify future attendance