

4 SQUARE NOTE-TAKING METHOD

DATE: _____ ATTENDEES: _____

AIM: _____

<p><u>WHAT DID WE LEARN?</u></p> <p>○</p> <p>○</p> <p>○</p>	<p><u>WHAT IS UNCLEAR?</u></p> <p>○</p> <p>○</p> <p>○</p>
<p><u>TICKLE LIST?</u></p> <p>○</p> <p>○</p> <p>○</p>	<p><u>MISC. / FUTURE WORK?</u></p> <p>○</p> <p>○</p> <p>○</p>

ADDITIONAL NOTES

TIPS

- ✓ We feel it's best to stick to a few responses otherwise it can be overwhelming for participants and follow-up purposes.
- ✓ Try using colored post-it notes that are accessible to group participants (or the moderator) to write down individual ideas and post them in different categories. In the end, you can select your final top 3 choices. Example: you may notice something in your current priorities actually fits better in future work.
- ✓ If there are more suitable questions than "What Did We Learn?" or "What's Unclear?" then by all means, substitute what works best for you!