**Building Your Practice Circle Worksheet**

Members of your team:

1. Topic of your circle:
2. Purpose of your circle:

**Circle Process Flow** (Identify which member(s) of your team are responsible for facilitation of each activity/question, time-keeping, and–if needed–recording notes.):

1. Opening: Welcome participants to the Circle, briefly introduce circle keepers of your team, and identify the purpose of the circle.

Opening Activity (quote, mindfulness moment, some kind of collective exercise, etc):

Explain your centerpiece:

1. Introduce (or identify) Guidelines and Talking Piece:
2. Building Connections and Relationships:
   1. Opening Question/Prompt:
   2. …#2
   3. …#3
   4. …#4
   5. …#5
3. Getting to the heart of the matter:
   1. Question/Prompt #1
   2. …#2
   3. …#3
   4. …#4
   5. …#5
4. Plan of Action:
   1. Activity/Question #1
   2. …#2
   3. …#3
   4. Decision making process (if needed)
5. Closing the circle: Thank participants and circle keepers and then:
   1. Closing activity (quote, mindfulness moment, etc)