**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)