**Note-Taking Tool**

Use this note-taking tool during conversations to capture the key points voiced. Do this carefully. It’s critical to understanding and getting the most out of the conversation. Afterward, take the time to talk with the Conversation Leader to compare insights — this will strengthen your notes.

Look for :

* Aspirations
* Main Concerns
* Specific Issue Concerns
* Actions
* Who People Trust
* Questions People Have
1. What kind of a community do you want? *(Listen for aspirations.)*

1. Given what we just said, what are the two or three most important issues when it comes to the community?
2. What concerns do you have about this issue? Why?
3. How do the issues we’re talking about affect you personally? *(Look for connections people make between ideas.)*
4. When you think about these things, how do you feel about what’s going on? *(Listen for emotions and intensity and for places where people voice a sense of hope.)*

**Note-Taking Tool**

Look for :

* Aspirations
* Main Concerns
* Specific Issue Concerns
* Actions
* Who People Trust
* Questions People Have
1. What do you think is keeping us from making the progress we want? *(Listen for barriers in the community or in the nature of relationships.)*
2. When you think about what we’ve talked about, what are the kinds of things that could be done that would make a difference? *(Listen for what gives people hope, who they think could/should act.)*
3. Thinking back over the conversation, what groups or individuals would you trust to take action on these things?
4. If we came back together in six months or a year, what might you see that would tell you that the things we talked about tonight were starting to happen? *(Listen for what gives people confidence, where they see a place for individuals to act.)*
5. Now that we’ve talked about this issue a bit, what questions do you have about it?