



## *Further Faster*

# Follow-Up & Next Move Checklist

*Immediately after a meeting, take five minutes to document your insights and define the next action.*

☐ **Send thank-you note, either handwritten or digital.**

☐ **Document key points and donor feedback.**

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☐ **Identify and schedule the next strategic move.**

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☐ **Notify internal partners of any follow-up commitments.**

☐ **Update Further Faster Tracker and pipeline status.**