

Conversation Handoff

Fill this out right after your conversation. Forward it to whoever needs to act.

DATE

WHO YOU TALKED TO

CONVERSATION TYPE



The Signal

What was the most important thing you heard?



Supporting Details



Is This a Pattern?



Who Needs to Know

Name specific people, not just roles

The Decision This Should Unlock

Most important field

If the right person reads this, what is the one yes/no decision you want them to make?

Needs action:

Today

This week

This sprint

No deadline yet

Insights keep dying before they reach the right people? That's a traction system problem, not a you problem.

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