

# User Group Conference 2010

## Justification Worksheet

### Pre-Conference

- Use this sheet to list personal, professional, and organizational objectives that you would like to address through your attendance at the conference.
- List certification courses and sessions that would help you address your objectives.

### At the Conference

- Attend certification courses and sessions at the conference.
- Note the new ideas and key takeaways you have gathered.
- List the steps you will take based on the information you learned.

### Post-Conference

- Take note of how the information you learned will help you accomplish your objectives.
- Implement your new ideas and use the tips and tricks you learned.

### **Objectives** (*Personal, Professional, or Organizational*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Session Title:

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Objectives Addressed:

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New Ideas and Key Takeaways:

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The Next Steps:

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Reflections on Objectives:

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Duplicate this sheet as needed for each session you attend.