

WORKSHEET:

Record of Personal or Telephone Contact



It's helpful to keep track of whom you spoke to, and what you discussed. This worksheet can help you keep track of your phone calls and face-to-face meetings.

Date:

Name:

Position:

What was I told?

Are there any deadlines?

What do I need to do to follow up?

Do I need to get any documents?

Am I supposed to fax them, mail them, or deliver them in person?

Do I need to pre-plan this step?

Is there anyone who can help me do this?

SELF-ADVOCACY

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This Tipsheet was compiled using the following resources:

May, Pat. "The Advokit: A Self-Help Guide on how to Advocate for yourself." Penticton Advocacy Network, 1996. As cited by Domestic Abuse Must Stop, 2004. www.domesticabusemuststop.org