

Build a Shared Session Agenda

Clinical practice and supervision | Clinicians | 5 to 10 minutes

Agree on a session priority while leaving room for emerging clinical needs.

Use this page with the client at the beginning of a session. An agenda can organize attention, but it remains flexible. Safety, urgent needs, or new information may change what the meeting requires.

Invite the client first

Ask what would make today's meeting useful. Include practical concerns, relationships, symptom changes, and questions about therapy. Offer your clinical priority transparently instead of treating the planned worksheet as the session's purpose.

Choose a workable focus

Name one primary goal and, if useful, a second topic. Discuss what can fit in the available time. A broad concern such as "my relationship" may become "practice asking for a pause during difficult conversations."

Agree on how to review

Ask what the client hopes to understand or do differently by the end. Reserve time for feedback and a next step. Revisit the agenda if the chosen activity feels irrelevant, too intense, or inaccessible.

The client's priorities in their own words

Clinical needs or follow-up that require attention

The agreed focus and intended session outcome

Topics deferred and how we will revisit them