# Workshop preparation: next actions

FICTIONAL EXAMPLE | Date: _____

| Order | Next action | Priority | Done |
|---|---|---|---|
| 1 | Check the final workshop headcount | High | [ ] |
| 2 | Count blank paper sheets for the session | High | [ ] |
| 3 | Put the approved handout files in one folder | Medium | [ ] |
| 4 | Confirm the room setup with the organizer | Medium | [ ] |
| 5 | | | [ ] |
| 6 | | | [ ] |

**Waiting for**