

Task	Date	Completed/Attended/ Performed (Yes or No)	Comments
Attend Day 1 of webinar	12/13/2022		
Attend Day 2 of webinar	12/14/2022		
Attend Day 3 of webinar	12/15/2022		
Attend 1st coaching session	1/23/2023		
Attend 2nd coaching session	1/30/2023		
Scheduled a 1:1	Week of 1/30/2023		
Decide what KHH to use	Week of 1/30/2023		
Decide if in person or virtual	Week of 1/30/2023		
Schedule group, notify SAA if virtual and you want help filling your group	Week of 1/30/2023		
Market your group	Beginning week of 2/6/2024		
Receive client intakes if using google forms or conduct intake process	Beginning week of 2/13/2023		
Send out welcome email to participants	Beginning week of 2/20/2023		
Begin group	Week of 2/27/2023		
Have SAA attend the 1st session	Week of 2/27/2023		
Debrief with SAA throughout group	Weekly during group		