



Phone Prompt Sheet

WHO AM I PHONING?	
DATE AND TIME	
WHY	
WHAT THEY MAY NEED TO KNOW	
WHAT DO I WANT TO TELL THEM?	
WHAT QUESTIONS MIGHT THEY ASK?	
WHAT QUESTIONS SHOULD I ASK?	

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WHAT DID I TELL THEM	
WHAT DID THEY TELL ME	
THINGS I NEED TO DO	
FURTHER PHONE CALLS	